2020

TOWN OF BOXFORD
ANNUAL REPORT

TOWN OF BOXFORD

ANNUAL REPORT 2020

BOXFORD, MASSACHUSETTS

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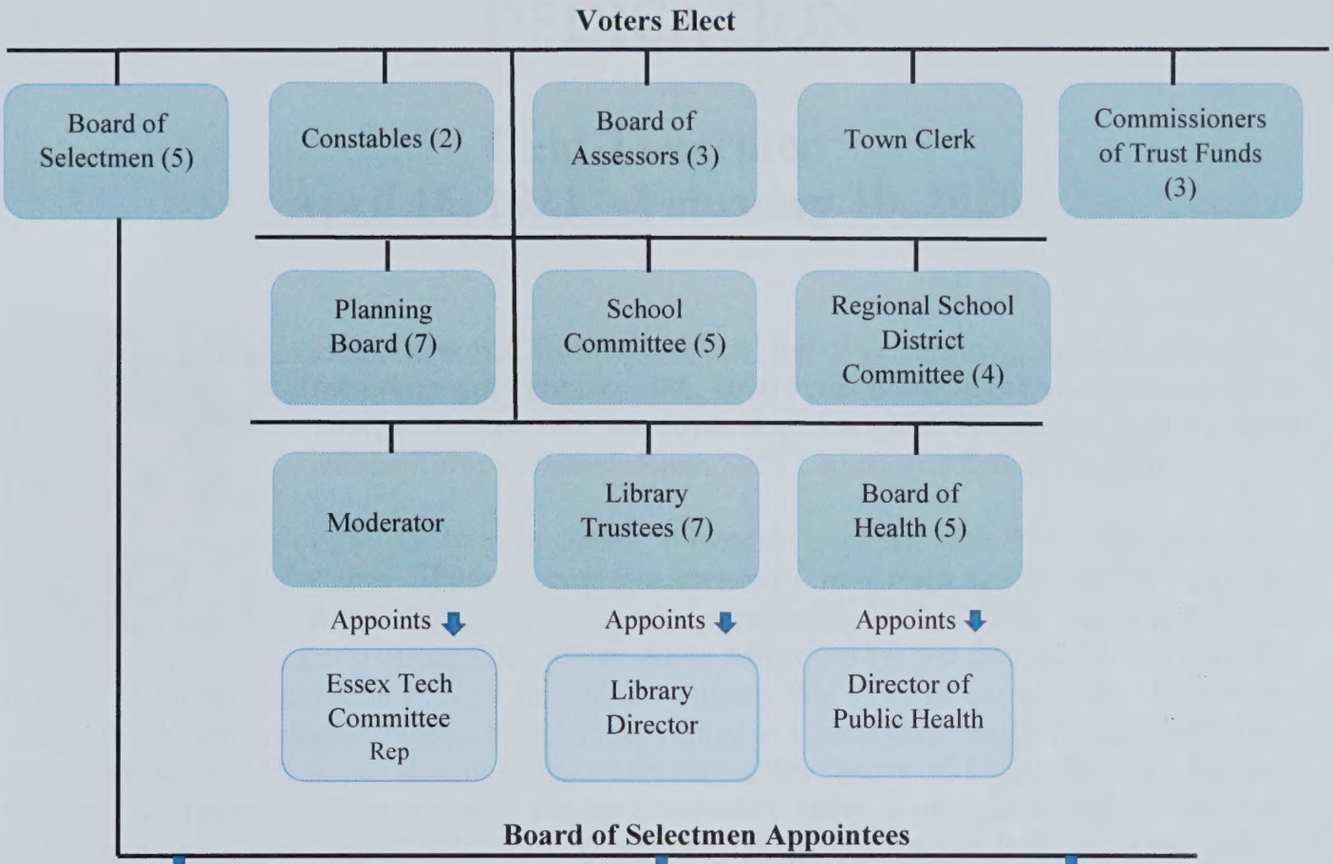
BOXFORD OFFICIALS



Board of Selectmen Appointees

OFFICERS

Town Administrator
Assistant Town Administrator
Animal Control Officer
Communications Director
Director of Municipal Finance/ Town Accountant
Emergency Management Director
Fire Chief
Election Officers
Forest Warden
Inspector of Animals, Buildings, Wiring, Plumbing/Gas
Treasurer/Tax Collector
Parking Clerk
Police Chief
Superintendent of Public Works
Sealer of Weights & Measures
Town Counsel
Veterans' Agent
Veterans' Grave Officer

COMMITTEES

Agricultural Commission
Community Preservation
Council on Aging
Board of Appeals
Cultural Arts Council
Cable TV Advisory
Community Preservation Act
Computer Management
Conservation Commission
Fence Viewers
Finance Committee
Town Forest
Historic Districts Commission
Lakes, Ponds & Streams
Boxford Land
Personnel Board
Permanent Non-School Building
Recreation
Recycling
Registrar of Voters

AD HOC COMMITTEES

Border to Boston Trail
Haynes Land Advisory
Housing Partnership
Friends of the Ackerman Playground Committee
Sustainability Committee
Cable Advisory Committee

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

Boxford Athletic Association
BTA/BOLT, Inc.
Historic Document Center
H.A.W.C (Help for Abused Women & Children)
Tri-Town Council on Youth & Family Services
Boxford Cable Access Television

DEDICATION

Enid Thuermer
April 16, 1921 – February 10, 2020

Enid Thuermer, well-beloved and full of years, died peacefully at home on the evening of February 10th, 2020 in her ninety-ninth year, surrounded by family, friends, and her loyal dog, Langley. She is survived by three children: Anne Deneen, Sarah Sally Lanczi, and David Thuermer.

Enid was born in Gillett, Wisconsin on April 16th, 1921. She grew up in Carmi, Illinois, where she attended Carmi High School and then attended Ripon College in Wisconsin, graduating in 1942. She taught history and Latin at her high school Alma Mater during the Second World War. She married 2nd Lieutenant John F. M. Thuermer on January 9th, 1944 in Carmi. After the war, the couple made their home in Chicago, where Enid worked as a librarian at the University of Chicago and immersed herself in her love of politics and democracy. She worked for the State Attorney General, she became a local organizer for the Democratic party, a precinct captain of her ward, and a member of the League of Women Voters of Illinois. Her love of local and state politics manifested wherever she lived.

After settling in Boxford with her family in 1967, Enid became involved in the local and state League of Women Voters (LWV), eventually serving as Co-President of the local branch, and Vice President of the State LWVMA board championing voters rights and fighting voter suppression. She recently rejoiced that she lived to see the hundredth anniversary of a woman's right to vote and the formation of the League.

Enid served Boxford in a variety of ways. She was widely loved for her dry wit, wisdom, and considerable political acumen. She served on the Boxford Board of Selectmen for two terms, from 1982 to 1988. She chaired the Housing Partnership for Boxford's first affordable housing project, served sixteen years on the Capital Budgeting Committee, nine years as Library Trustee, and a number of other committees, including the Financial Committee and the Boxford Open Land Trust. During this time, Enid raised her children and worked as a children's librarian in the Boxford and Topsfield Public Schools, and the Ipswich Public Library. She loved young children, and had a creative, patient acceptance of them. She took great delight in child development, an interest that benefited all her children, grandchildren, and great-grandchildren. Enid touched many lives beyond her far-flung extended family. She had a gift for enduring friendships, nurturing them for many decades with people of all ages. During her last years, her close friends regularly came to visit, enjoying her humor, her insights, and bringing news of the many doings of the people and organizations she loved. She will be deeply missed.

TABLE OF CONTENTS

TOWN OFFICERS
Elected Officials 11
Appointed 13
Committees, Boards & Commissions 15
Ad Hoc Committees 20
Schools 21
Independent Services 22
Meeting Schedules 23

GENERAL GOVERNMENT
Select Board 27
Personnel Board 31

TOWN CLERK
Special Town Meeting, February 11, 2020 35
State Primary Election, March 3, 2020 37
Annual Town Election, June 30, 2020 43
State Primary Election, September 1, 2020 46
Annual Town Meeting, September 12, 2020 53
State Election, November 3, 2020 67
Vital Statistics 71
Licenses & Permits 71

FINANCE
Accountant's Independent Auditor's Report 75
Finance Committee 139
Board of Assessors 141
Treasurer/Collector of Taxes 143
Board of Commissioners of Trust Funds 148
Guidelines for Perley-Parkhurst Memorial Trust Fund 149

PUBLIC SAFETY
Communications 155
Police 159
Fire 162
Animal Control 169

EDUCATION
Library Trustees 173
Elementary School Committee 177
Masconomet Regional District School Committee 188
Essex North Shore Agricultural & Technical School District 194

DEPARTMENT OF PUBLIC WORKS 199

HEALTH AND INSPECTIONS
Board of Health 203
Animal Inspector 207
Building Inspector 209
Electrical Inspector 209
Plumbing and Gas Inspector 209
Sealer of Weights and Measures 211
Visiting Nurse Association 212

PLANNING AND ENVIRONMENTAL PROTECTION
Agricultural Commission 215
Community Preservation Act Committee 216
Conservation Commission 217
Lakes, Ponds & Streams Committee 219
Land Committee 220
Permanent Building Committee 221
Planning Board 224
Sustainability Committee 226
Tree Warden 227
Zoning Board of Appeals 228

COMMUNITY SERVICES
Border to Boston Path Committee 233
Cultural Arts Council 234
Council on Aging 235
Historic District Commission 237
Historical Commission 238
Recreation Committee/Recreational Path Subcommittee 240
Recycling Committee 242
Veterans' Services 246
Veterans' Graves Officer 248

INDEPENDENT SERVICES
Boxford Cable Access Television (BCATv) 251
Boxford Trails Association (BTA/BOLT) 253
H.A.W.C. (Help for Abused Women and their Children) 254
Boxford Historic Document Center 256
Tri-Town Council on Youth and Family Services 258

TOWN OF BOXFORD TELEPHONE NUMBERS 274

BOXFORD INFORMATION 276
Demographics 276
State and Federal Representation 276

TOWN OFFICERS

- ELECTED
- APPOINTED
- COMMITTEES, BOARDS AND COMMISSIONS
- AD HOC COMMITTEES
- SCHOOLS
- INDEPENDENT SERVICES
- MEETING SCHEDULES

ELECTED TOWN OFFICIALS

MODERATOR	Gerald R. Johnston (2023)
BOARD OF SELECTMEN	Alfred Vaz, Jr., Chair(2021) Mary Ann Nay, Clerk (2022) Barbara Jessel (2023) Charles J. Costello (2021) Peter C. Perkins (2022)
TOWN CLERK	Robin Phelan (2022)
BOARD OF ASSESSORS	*Kerrie L. Myers (2020)* David F. Benson, Chair (2022) Diana Headrick (2021) Mary Murphy (2021)
BOXFORD SCHOOL COMMITTEE	*Terri Teleen (2020)* *Heather N. Vaz (2020)* Carole Jane Hubbard, Chair (2021) Elizabeth Palmer (2022) Julie Birch Flynn (2023) Renee Schildkraut (2021) Danielle Thompson (2023)
MASCONOMET REGIONAL DISTRICT SCHOOL COMMITTEE	*Daniel Volchok (2020)* Carolyn Julia Miller (2023) Kristen Demarco (2021) Bonnie Thornborough (2022) Terri Teleen (2023)
PLANNING BOARD	Robert C. Gore, Chair (2025) Angela Steadman (2021) Holly Langer (2022) Christian T. Wise (2025) Patrick G. Canonica (2022) Ellen Nestervich (2021) John Adams (2024)
BOARD OF HEALTH	Richard Taylor, Chair (2023) Rick Fahrner, Vice Chair (2021) Dr. Hans C. Jeppesen (2021) Heather L. Forand (2023) Alexander Constan (2022)

TRUSTEES OF THE BOXFORD PUBLIC LIBRARIES	*Jeanette Glesmann, Chair (2020)* *Stephen Harvey (2021)* *Elizabeth Mullard (2021)* Jayne Smallman, Vice Chair(2022) Carole Davis (2021) John Paul Ryan (2022) Amanda LaMantia (2021) Antigoni Woodland (2023) Glendon Ayer (2023) Denae Ramos-Pachucki (2021)
CONSTABLES	John Rowen (2023) David Smallman (2023)
COMMISSIONERS OF TRUST FUNDS	Judith A. Stickney (2021) Kathy Zolla (2023) Bankson C. Riter, Jr. (2022)

APPOINTED TOWN OFFICERS

TOWN COUNSEL	KP Law, P.C.
TOWN ADMINISTRATOR	Alan J. Benson
DIRECTOR OF MUNICIPAL FINANCE/TOWN ACCOUNTANT	Kathleen J. Benevento
SUPERINTENDENT, DEPARTMENT OF PUBLIC WORKS	Christopher Olbrot
POLICE CHIEF	James B. Riter
FIRE CHIEF	Brian D. Geiger
INSPECTOR OF BUILDINGS	Robert Aldenberg
DIRECTOR OF COMMUNICATIONS	Warren E. Gould
DIRECTOR OF PUBLIC HEALTH	Kendell Longo
DIRECTOR BOXFORD EMERGENCY MANAGEMENT	Robert D. Hazelwood
DIRECTOR OF PUBLIC LIBRARIES	Kevin Bourque
PROCUREMENT OFFICER	Alan J. Benson
TREASURER/TAX COLLECTOR	Ellen S. Guerin
VETERANS' AGENT	Joseph LeBlanc, District Director
VETERANS' GRAVE OFFICER	Javier G. Morales
FOREST WARDEN	Brian D. Geiger
ANIMAL CONTROL OFFICER	Helen L. Phillips
AMERICAN DISABILITIES ACT COORDINATOR	Mary Ann Nay
PARKING CLERK	Ellen S. Guerin
SEALER OF WEIGHTS & MEASURES	Richard Zullo

ESSEX NORTH SHORE REGIONAL AGRICULTURAL AND TECHNICAL SCHOOL DISTRICT REPRESENTATIVE	Paul Worth
DIRECTOR OF ASSESSMENT	Kristin Hanlon
ASSISTANT TREASURER	Kelley Coye
DEPUTY TAX COLLECTOR	Kelley & Ryan Associates, Inc. 7 Rosenfeld Drive Hopedale, MA 01747

COMMITTEES, BOARDS AND COMMISSIONS

COUNCIL ON AGING	F. Richard Shaw (2022) Judith Andersen (2022) Elizabeth Murphy (2024) Stephen A. Harvey (2023) Suzanne Cox (2021) Christina Eckert (2021) John Shirley (2023)
AGRICULTURAL COMMISSION	Randolph Johnson, Chair (2023) Laura Sapienza-Grabski, Vice-Chair (2021) Chuck Kornely (2023) Louis Athanas (2022) Frank DiLuna (2022)
BOARD OF APPEALS	Paula Fitzsimmons, Chair (2023) J. Steven Merriam, Jr. (2021) Ralph Nay (2021)
BOARD OF APPEALS (*Alternates)*	*David Peterson (2022)* David Valanzia (2023) Vacancy (2022) Vacancy (2021)
COMMUNITY PRESERVATION COMMITTEE	*Melissa Rodrigues-Silvestro (2020)* Peter Delaney, Housing Partnership (2021) J. Steven Merriam, Jr. (2021) Natasha Grigg, Conservation (2021) Virginia Havey, Historic District (2021) Barbara G. Jessel (2021) F. Richard Shaw (2021) Jon Schwartz, Recreation (2021) Tiffany Bartke (2021) Vacancy, Planning (2021)
COMPUTER MANAGEMENT	David Manzi (2021) Jason Earl Taylor (2023) David S. Morton (2022) 2 Vacancies (2023) (2021)
CONSERVATION COMMISSION	Peter Delaney (2023) Alan S. Fowler (2022) Francis A. DiLuna (2023) Mark P. Mitsch (2022) Natalie Grigg (2022) David Smallman (2023) Kerri Lummus (2021)

BOXFORD CULTURAL COUNCIL (ARTS COUNCIL)	Sarah Arrigo (2021) Anna Barbieri (2021) Kathy Zolla (2023) Stephanie Meegan (2021) Marya DeCarlen (2023) Carole Davis (2022) Caren Tackett (2022)
ELECTION OFFICERS	Rusty Chadwick Karen Collari-Troke Melanie Cullinane Maura Deems Christine Delaney John Eckert David Elliott Barbara Healey Richard Healey Selma Johnson Virginia Keilty Samantha Knowles Stephen Knowles Sandy Leito Susan Lincoln Kelly McVey Cynthia Middleton Jim Middleton Robin Muetterties Tatjana Nugteren Jeanne O'Dowd Jane Pappas Krystal Parker Beverly Perkins Eric Powers Becky Potts David Riedel Jillian Scangas Linda Shea Jayne E. Smallman Judith A. Stickney Emily Sweet Carolyn Tanner Michael White June Wilson Scott Wilson Jen Wightman
FENCE VIEWERS	Board of Selectmen

FINANCE COMMITTEE	Michael E. White, Chair (2022) Peter Bernardin (2023) Christopher Wakeman (2022) Jeffrey A. Yespy (2023) Joe Callahan (2021) Phil McManus (2023) Adam Bartke (2021)
TOWN FOREST COMMITTEE	David Smallman (2022) Brian Shea (2023) Vacancy (2021)
HISTORIC DISTRICT COMMISSION	Gwendolen Perkins, Chair (2023) Virginia Havey (2023) Andrew Gori (2022) Heather Barry (2021) Vacancy (2021)
HISTORIC DISTRICT COMMISSION (Alternates)	Christine Barensfeld (2023) Vaughn Miller (2021) Vacancy (2022)
INSPECTOR OF ANIMALS	Allison A. Hayes (2021) Ruth Zarach, Alternate (2021)
INSPECTOR OF BUILDINGS	Robert Aldenberg David Harris, Alternate (2021)
INSPECTOR OF GAS/PLUMBING	Richard Danforth (2021) Ray Abbott, Alternate (2021) Stephen Galinsky, Alternate (2021)
ELECTRICAL INSPECTOR	Douglas Small (2021) James J. Carbone (2021)
LAKES, PONDS & STREAMS COMMITTEE	Brooks Tingle, Chair (2021) Kerri Lummus (2021) 3 Vacancies (2-2022, 1-2021)
LAND COMMITTEE	Peter Delaney, Chair (2021) Peter Bernardin (2023) Robert C. Gore (2023) Natasha Grigg (2022) Stuart Saginor (2023)

MASCONOMET REGIONAL SCHOLARSHIP COMMITTEE	Diane E. Gori (2021) Andrew Gori (2021) Joan Gordon (2021) Dorothy Johnson (2021) Margaret Costello (2021)
PERMANENT NON-SCHOOL BUILDING COMMITTEE	Margaret Chow-Menzer, Chair (2021) Robert Hazelwood (2021) Scott Novack (2021) Thomas Duval (2021) Richard O'Brien (2021)
PERMANENT BUILDING COMMITTEE PLANNING BOARD LIAISON	Vacancy
PERMANENT BUILDING COMMITTEE SENIOR CENTER MEMBERS	F. Richard Shaw (2021) Judith Andersen (2021)
PERMANENT BUILDING COMMITTEE LIBRARY MEMBERS	Stephen H. Harvey (2021)
PERSONNEL BOARD	*Robert Fanning (2020)* Timothy Feeney (2121) Judy Gore (2022) Vacancy (2023)
POLICE DEPARTMENT Chief of Police	James B. Riter
Full Time Patrolmen	Robert E. Corliss Kara Fitzpatrick Brooke Lindley Matthew Dupont David Barker Brian Neeley Kurtis Anderson Nathaniel Peabody Brian Church Attillio Paglia William DeCoff Richard Owens Tammy Broughton
Reserve Police Officers	Louann M. Bonney Peter Cheverie Tyler Dechene Michael Ferraro

	Eric Renda, Jr.
	Al Manzi
	James Collins
	Richard Owens
	Gregory Petto
	Michael Dougherty
RECREATION COMMITTEE	Christina Eckert, Chair (2021)
	John Schwartz (2021)
	John A. Rowen (2023)
	Maria Simonetti (2022)
	Tony Pane (2023)
	Vacancy (2024)
	Vacancy (2022)
RECYCLING COMMITTEE	Karen Sheridan, Chair (2022)
	Linda H. Shea (2021)
	Georgia Cameron (2023)
	Joanna Daniel (2022)
	Laura Dike (2023)
REGISTRAR OF VOTERS	Robin Phelan, Town Clerk (2022)
	Anne C. Mannheim (2021)
	Bradley A. Sweet (2022)
	Jeff Linehan (2022)
	Ina Missy Bankes (2023)
ASSISTANT REGISTRAR	Michelle Johnson (2021)
WEIGHER OF COMMODITIES	David Barker (2021)
	Kurtis Anderson (2021)

AD HOC COMMITTEES

BORDER TO BOSTON TRAIL COMMITTEE	Steve Davis (2021) Carole Davis (2021) Anthony Brogna (2021) Mark Phelan (2021) Al Nierenberg (2021) David King (2021) James P. Taggart (2021)
CABLE TELEVISION ADVISORY COMMITTEE	*Richard Rivers (2020)* Bradley Sweet (2021) Vacancy (2021) Vacancy (2021) Vacancy (2021) Vacancy (2021)
FRIENDS OF THE ACKERMAN PLAYGROUND COMMITTEE	*Molly Chung (2020)* *Karthi Streb (2020)* Briana Erickson, Chair (2021) Kate Grossman (2022) Carrie Yespy (2022) Vacancy (2023) Vacancy (2023)
HOUSING PARTNERSHIP COMMITTEE	Joseph C. Hill, Chair (2021) Peter Delaney (2021) Jim Barnes (2021)

TOWN OF BOXFORD SCHOOLS

TRI-TOWN SCHOOL UNION – 978-887-0771 (FAX: 978-887-8042)
Superintendent's Office
28 Middleton Road, Boxford, MA 01921
Scott Morrison, Superintendent
Antoinette Valcourt, Administrative Assistant
Steven Greenberg, Director of Finance & Human Resources
Stephen Clifford, Director of Facilities

SPOFFORD POND ELEMENTARY SCHOOL – 978-352-8616 (Fax: 978-352-7855)
31 Spofford Road, Boxford, MA 01921
Dr. Kathryn Castonguay, Principal
Ada Greenberg, Assistant Principal
Karen Hussey, Secretary
Colleen Brockelbank, Secretary

HARRY LEE COLE ELEMENTARY SCHOOL – 978-887-2856 (Fax: 978-887-0703)
26 Middleton Road, Boxford, MA 01921
Mr. Brian Middleton-Cox, Principal
Lesley McCormick, Secretary
Josephine Lee, Secretary

MASCONOMET REGIONAL MIDDLE/HIGH SCHOOL 987-887-2323
20 Endicott Road, Boxford, MA 01921
Dr. Michael Harvey, Superintendent (x6110) (Fax: 978-887-3573)
Peter Delani, High School Principal (x6107) (Fax: 978-887-7243)
Katherine DiNardo, Assistant High School Principal (x6349)
Jeffrey Sands, Chief Financial Office (x6112)
James Dillon, Middle School Principal (x6122)
Gavin Monagle, Assistant Middle School Principal (x6119)

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT
978-304-4700
William H. Lupini, Ed.D., Superintendent-Director
Brad Morgan, Principal
565 Maple Street, Hathorne, MA 01937
Michelle Tilton-Amato, Boxford Representative

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

BOXFORD CABLE ACCESS TELEVISION
1 Camelot Drive
Boxford, MA 01921
www.boxfordcabletv.com

Rick Rivers
President

BTA/BOLT, Inc.
Boxford Trails Association/
Boxford Open Land Trust, Inc.
7 Elm Street 2nd Floor
PO Box 95
Boxford, MA 01921

Natasha Grigg
President
978-887-7031

H.A.W.C.
Help For Abused Women and their Children
27 Congress Street
Salem, MA 01970

Anthony DiPietro
Executive Director
978-744-8552

HISTORIC DOCUMENT CENTER
173A Washington Street – PO Box 122
West Boxford, MA 01885
Hours: Wednesday 9AM - 4PM
Saturday 10AM – 3PM

Robin Siegel
Archivist
978-352-2733

TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES, INC.
P.O. Box 219
5 Main Street
Topsfield, MA 01983

Meredith Shaw
Executive Director
978-887-6512

MEETING AND SCHEDULE
TOWN BOARDS/COMMITTEES

BOARD OF SELECTMEN – Meets every Monday at 7:00PM in Meeting Room #1 in The Town Hall at 7A Spofford Road (Summer schedule varies)

FINANCE COMMITTEE – Meets in the Town Hall, 7A Spofford Road, during budget season. (check Town Website and bulletin board in Town Hall for postings)

CONSERVATION COMMISSION – Meets every first and third Thursday of the month at 7:30pm in Meeting Room #1 in the Town Hall

BOARD OF HEALTH – Meets bi-monthly in the Town Hall. (check the Town Website and bulletin board in Town Hall for postings)

PLANNING BOARD – Meets every third Wednesday of the month at 7:30PM in Meeting Room #1 in the Town Hall

ZONING BOARD OF APPEALS – Meets the fourth Thursday of the month at 7:30PM in Meeting Rom #1 in the Town Hall

BOARD OF ASSESSORS – Meets monthly in the Town Hall. (check Town Website and bulletin board in Town Hall for postings)

All other Board and Committee meetings will be posted on the Town Hall Bulletin Board by the Town Clerk's Office. Call the town Clerk's Office on 978-887-6000 x501 if you wish to post a committee/board meeting.

(Additional meetings and/or changes are posted on the Town Hall Bulletin Board)

GENERAL GOVERNMENT

- SELECT BOARD
- PERSONNEL BOARD

SELECT BOARD

We are happy to announce in 2020 we changed our name to Select Board – this was a bit overdue as we have had many talented Selectwomen over the years. We remind all, that in all decisions made by the board, a majority was able to achieve a conclusion, and the administration was tasked with a clear direction. As a volunteer board we continue to strive to implement the will of the residents of Boxford. We want to thank all of our volunteers and administrative staff who helped make these decisions come to life.

In reflection of the year 2020, we can say you will not recognize this year's Annual Report. Many of the Departments will tell tales of efforts and accomplishments you will not have seen before and hopefully will not see again. The worldwide pandemic changed the trajectory of municipal plans significantly – first by delaying our Town Meeting from May to September 12th, and further by effectively causing our offices to change the way we were doing business forcing us to hold our very first outdoor Town Meeting among other changes.

The decisions of the Annual Town Meeting, capital expenditures and personnel management were executed a bit differently as a result of the pandemic. Town Meeting approved the Building Envelope Repair, HVAC Replacement and Library Interior Renovation Project. As a result of the project and the pandemic, our Town offices were closed to the public and all employees worked partially from their homes and from alternate locations such as Lincoln Hall, West Fire Station, and the Police Station. The multi-building move from Town Hall was completed without any disruption to services and Boxford enhanced its online services to continue to afford residents the ability to easily conduct their business. At the time of this report, we hope to have the Town Hall building re-occupied and open by mid-July of 2021.

The challenges in 2020 were many, but the commitment by our community to take care of each other was astounding. Our residents gave of their time, money and heart to help their neighbors, with special generosity shown to our most vulnerable in our population. Our department heads, staff and volunteers were incredible in their efforts to shop for, feed, and maintain contact with many residents who were shut in their homes to ensure their safety.

All of the Town's departments stepped up and various ways, but particular appreciation is due to our Public Safety Departments, Health Department, Educators and Council on Aging due to the incredible efforts and commitment from their staff to continue to serve our constituents at a time of great uncertainly and risk.

Our Select Board's Office was the hub of information regarding the pandemic via weekly posts from the Board of Health to the Town's website and additional informational links to state and CDC sources of information. In addition, we quickly ramped up our Zoom procedures for meetings of boards and committees to continue as special legislation allowed online quorum and voting for all committees during the pandemic. In reference to our on-site changes, our office was charged with employing social distancing and cleaning protocols within our buildings along with

enforcement of mask requirements. We established COVID Plans for each of our buildings and enlisted our cleaning vendor to disinfect regularly.

The Boxford community continued to fund preservation and conservation through the CPC by supporting the purchase of the Bergstrom Property, a parcel of 14.5 acres of open land bordering Hovey's Pond. Additional CPC funding of $25,000 was added to the conservation fund in as a continued source to fund land purchases as the opportunity arises. The Town also voted to raise and appropriate an additional $15,000 to the conservation fund.

Omnibus Capital Approved

The Omnibus Capital article was adopted benefiting multiple town departments.

• The Fire Department received funding for internal renovation to improve facilities for firefighters and additional Turnout Gear.

• The DPW received funding for various culvert projects, a culvert inventory plan, additional pavement work, a dump plow truck replacement, and a hybrid SUV to replace current pickup truck.

• Council on Aging received funding for Community Center Repairs.

• Communications received funding for a new department dispatch radio console.

In addition to the Town Hall project, Town Meeting approved a metal truss fabric building to house the DPW equipment currently stored outside.

Best Practices and Community Designations

While our 5-Year Capital Plan was completed last year, we were delayed in the execution as the uncertainty of the financial impact of the pandemic resulted in a more conservative approach to capital expenditures than anticipated. The plan includes estimates for the actual costs for specific future projects and a financing plan linked to available revenues. Completion of this plan served to clarify a rolling investment in capital, spreading projects to mitigate a negative tax impact caused by multiple large needs coming before taxpayers in same time frame. The five-year capital plan will soon be fully utilized to drive Town plans for future expenditures.

As part of the Best Practice initiatives, the Town's commitment to the Public Accessibility Best Practice, was further reinforced. With the efforts of ADA coordinator/Selectwoman Mary Anne Nay, Boxford again secured a state ADA grant that covered partial cost of funding the construction for the replacement of the ramp at the Council on Aging. This was a reimbursement grant which means the town was required to commit funding to the proposed project, spend that funding, and then file for reimbursement.

The Board would like to again thank its legislative contingent – Senator Bruce Tarr, Representative Leonard Mirra and Representative Tram Nyugen for close collaboration and the state's continued partnership in all of our pandemic efforts as we navigated through this unprecedented event.

Technology and Communication

The Selectmen's Office continues to execute technology initiatives supported by the Board with increased commitment to Facebook notifications, website announcements and reverse 911 messages to keep our residents informed. Most importantly, Zoom took center stage in 2020. Moving meetings to this platform required many hours of training various boards to implement zoom effectively. We are proud that the Town was able to continue its business online seamlessly.

Personnel & Benefits

In 2020 Boxford continued its commitment to the funding plan for its Other Post-Employment Benefits (OPEB) liability with a $300,000 contribution and funded the biannual, mandated OPEB Actuarial Study.

In addition, the Board of Selectmen continued to work collaboratively with the Personnel Board toward its professional approach to attracting and retaining high quality employees and refining the tools to support personnel throughout their career in Boxford. As we all recognize, 2020 was a difficult year for recruiting as many children were schooling from home as their parents worked remotely. Most of Boxford's hiring decisions were delayed to 2021 for these reasons.

Noteworthy

During the May election, the Board welcomed back a previous Select Board Member, Barbara G. Jessel.

The board continued to collaborate, investigate, and educate themselves and the public with regard to many issues that are important to residents. The primary focus this past year was the health and welfare of our residents.

At the Board's direction, the Town collaborated with our Atlantic Ambulance partners to offer COVID Testing on two different occasions at Spofford School. Over 900 residents received free COVID19 testing.

In addition, the town administration was responsible for the effective use of the $670,000 in Cares Act funding committed to Boxford. This task involved utilizing the funding for many expenditures caused by the pandemic such as – laptops for zoom participation and work-from-home plans, personal protective equipment, cleaning of buildings, zoom licenses, and glass panels to front employee desks.

Volunteer

Boxford has a rich history of citizen leadership that has continued our long practice of fiscal conservatism, strict regulatory enforcement, preservation of our open space and reverence to our rural roots. Join us and volunteer your time and talents to the governance of this town; help us maintain a strong community with great schools and a safe place to raise a family and stay for life.

We look forward to the future, confident that Boxford maintains its position as one of the finest communities in the State in which to live.

PERSONNEL BOARD

The Personnel Board (the "Board") is committed to ensuring accountability of town employees and their supervisor(s) to provide timely and constructive job performance feedback while also developing meaningful annual performance objectives essential for personnel development.

The Board's "open door" policy continues to provide town employees the opportunity to discuss matters impacting their performance, compensation and/or ability to perform their duties and responsibilities for the town of Boxford. It also provides a mechanism for town employees to submit, present and and/or formulate changes in existing policies and procedures, including, but not limited to compensation and job reclassification matters.

Due to the significant impact of COVID-19 and renovation work at Town Hall most town employees worked remotely during the year. The Board did not take on any new/ significant personnel initiatives.

Mr. Robert Fanning step down from the Board choosing not to renew his tenure. The Board is currently seeking a qualified individual to fill it open position.

Respectfully submitted,

Personnel Board:
Timothy Feeney (Chair)
Judy Gore

TOWN CLERKK

- SPECIAL TOWN MEETING, FEBRUARY 11, 2020
- STATE PRIMARY ELECTION, MARCH 3, 2020
- ANNUAL TOWN ELECTION, JUNE 30, 2020
- STATE PRIMARY ELECTION, SEPTEMBER 1, 2020
- ANNUAL TOWN MEETING, SEPTEMBER 12, 2020
- STATE ELECTION, NOVEMBER 3, 2020
- VITAL STATISTICS
- LICENSES & PERMITS

SPECIAL TOWN MEETING- FEBRUARY 11, 2020

February 11, 2020 Boxford Special Town Meeting Minutes

Special Town Meeting was called to order by Town Moderator Gerald R. Johnston at 7:00pm on Tuesday, February 11, 2020, in the Spofford Pond School Auditorium, 31 Spofford Road, with 81 voters present.

ARTICLE 1. To see if the Town will vote to appropriate, **borrow** or transfer from available funds, the sum of **$600,000** to be expended, in addition to the funds previously appropriated for this purpose, **to pay costs of the complete bridge replacement of the Lockwood Lane Bridge**, including the payment of all costs incidental or related thereto (the "Project"); said amount to be expended under the direction of the Board of Selectmen; and to meet this appropriation to authorize the Treasurer with the approval of the Board of Selectmen to borrow a sum of money pursuant to Chapter 44 of the General Laws, as amended, or pursuant to any other enabling authority and to issue bonds or notes of the Town therefor and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; and to authorize the Board of Selectmen and/or Town Administrator to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the construction of said project; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

Funded last year: $650,000; ($500,000 of that from a State grant)

Finance Committee recommends adoption of this article

Backup information: www.town.boxford.ma.us/stm-documents

It was moved by Selectman Albert Vaz, Jr., and duly seconded, to appropriate, **borrow** or transfer from available funds, the sum of **$475,000** be appropriated to be expended, in addition to the funds previously appropriated for this purpose, **to pay costs of the complete bridge replacement of the Lockwood Lane Bridge**, including the payment of all costs incidental or related thereto (the "Project"); said amount to be expended under the direction of the Board of Selectmen; and to meet this appropriation to authorize the Treasurer with the approval of the Board of Selectmen to borrow a sum of money pursuant to Chapter 44 of the General Laws, as amended, or pursuant to any other enabling authority and to issue bonds or notes of the Town therefor and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44,

section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; and to authorize the Board of Selectmen and/or Town Administrator to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the construction of said project; or take any other action thereon.

This motion passed by a greater than two-thirds vote of 63 yes, 7 no.

ARTICLE 2. To see if the Town, in accordance with M.G.L. Chapter 150E, section 7, **will vote to approve the collective bargaining agreement** recently negotiated and ratified by the Board of Selectmen between the Town and American Federation of State, County and Municipal Employees, AFL-CIO Council #93, Local 939, **Boxford Public Works Employees for the period July 1, 2019 to June 30, 2022**; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

Finance Committee recommends adoption of this article

Backup information: www.town.boxford.ma.us/stm-documents

It was moved by Selectman Charles J. Costello, and duly seconded, in accordance with M.G.L. Chapter 150E, section 7, **to approve the collective bargaining agreement** recently negotiated and ratified by the Board of Selectmen between the Town and American Federation of State, County and Municipal Employees, AFL-CIO Council #93, Local 939, **Boxford Public Works Employees for the period July 1, 2019 to June 30, 2022**; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

Finance Committee recommends adoption of this article

Backup information: www.town.boxford.ma.us/stm-documents

This motion passed by a unanimous voice vote.

It was moved by Selectwoman Mary Anne Nay, and duly seconded, to dissolve the Special Town Meeting.

Without objection, the Moderator declared the meeting dissolved at 7:39pm.

A true record,

Robin Phelan

Boxford Town Clerk

STATE PRIMARY ELECTION- MARCH 3, 2020

DEMOCRATIC PARTY	Precinct 1	Precinct 2	Precinct 3	Total
Presidential Preference **Vote for ONE**				
Deval Patrick	1	1	1	3
Amy Klobuchar	16	10	14	40
Elizabeth Warren	119	129	93	341
Michael Bennett	0	0	0	0
Michael Bloomberg	117	116	95	328
Tulsi Gabbard	2	7	5	14
Cory Booker	0	0	0	0
Julian Castro	0	0	0	0
Tom Steyer	2	5	0	7
Bernie Sanders	99	137	120	356
Joseph R Biden	209	224	271	704
John K Delaney	1	0	0	1
Andrew Yang	1	2	0	3
Pete Buttigieg	32	35	32	99
Marianne Williamson	0	0	0	0
No Preference	2	2	0	4
Blank	1	3	3	7
Write-In	1	0	2	3
TOTAL	603	671	636	1910
DEMOCRATIC PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
State Committee Man **Vote for One Man**				
Thomas E Lawnsby	385	432	408	1225
Blank	212	237	222	671
Write-In	6	2	6	14
TOTAL	603	671	637	1910

State Committee **Vote for one Woman**				
Carla C. Christensen	395	454	410	1259
Blank	204	217	226	646
Write-In	4	0	0	5
TOTAL	603	671	636	1910
DEMOCRATIC PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**TOTAL**
Town Committee				
GROUP	271	298	275	844
Kenneth Lee Thompson	272	298	275	845
Deborah Schildkraut	284	322	299	905
Antigoni Woodland	309	336	293	938
Ruth H Bersin	277	312	288	877
Ira Schildkraut	277	320	291	888
Pamela J Newport	287	313	294	894
Barbara G Jessel	350	335	344	1029
Carole I Davis	288	335	309	932
Anna V Sobczynski	288	328	293	909
Christina Eckert	364	428	374	1166
Renee C Schildkraut	276	319	290	885
Jessica A Grigg	298	348	298	944
Anthony C Adamopoulos	281	317	281	879
Elizabeth A Murphy	298	324	309	931
Dorothy Ann Anderson	286	311	284	881
Sheri Lair Saginor	290	335	297	922
Karen Ann Martin	283	328	288	899
Gary D Martin	283	321	284	888
Linda H Shea	294	347	310	951
Brian L Shea	293	336	293	922
Cheryl L Hoyt	287	333	290	910
Charles M Sawyer				
Blanks				

Write-In	7	2	8	17
TOTAL	6443	7246	6567	20256
LIBERTARIAN PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
Presidential Preference **Vote for One**				
Arvin Vohira	0	0	0	0
Vermin Love Supreme	0	0	1	1
Jacob George Hornberger	1	0	0	1
Samuel Joseph Robb	0	0	0	0
Dan Taxation Is Theft Behrman	1	0	0	1
Kimberly Margaret Ruff	0	0	0	0
Kenneth Reed Armstrong	0	0	0	0
Adam Kokesh	0	0	0	0
Jo Jorgensen	0	0	0	0
Max Abramson	0	0	0	0
No Preference	0	0	0	0
Blank	0	0	0	0
Write-In	0	0	2	2
	2	0	3	5
TOTAL				
LIBERTARIAN PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
State Committee Man **Vote for One**				
Blank	0	0	3	3
Write-In	2	0	0	2
TOTAL	2	0	3	5
State Committee Woman **Vote for One**				

Blank	2	0	3	5
Write-In	0	0	0	0
TOTAL	2	0	3	5
LIBERTARIAN PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**TOTAL**
Town Committee				
Blanks	19	0	30	49
Write-In	1	0	0	1
TOTAL	20	0	30	50
GREEN RAINBOW PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
Presidential Preference **Vote for ONE**				
Dario Hunter	0	0	0	0
SedinamKinamo Christin Moyowasifza-Curry	0	0	0	0
Kent Mesplay	0	0	0	0
Howard Hawkins	0	0	0	0
No Preference	0	0	0	0
Blank	0	0	1	1
Write-In	0	0	0	0
TOTAL	0	0	1	1
				-
				-
State Committee Man **Vote for ONE**				-
Blank	0	0	1	1
Write-In	0	0	0	0
TOTAL	0	0	0	1

GREEN RAINBOW PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
State Committee Woman **Vote for ONE**				
Blank	0	0	1	1
Write-In	0	0	0	0
TOTAL	0	0	1	1
Town Committee				
Blanks				
Write-In				
TOTAL				
REPUBLICAN PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
Presidential Preference **Vote for one**				
William Weld	25	20	25	70
Joe Walsh	1	2	0	3
Donald Trump	142	175	139	456
Roque "Rocky" De La Fuente	0	2	1	3
No Preference	1	2	4	7
Blank	2	2	4	8
Write-In	0	0	4	4
TOTAL	171	203	177	551
State Committee Man **Vote for One Man**				
Richard A Baker	97	122	103	322
Jeffrey R. Yull	41	54	44	139

Blank	31	27	30	88
Write-In	2	0	0	2
TOTAL	171	203	177	551
REPUBLICAN PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
State Committee Woman Vote for one				
Amanda Kesterson	47	65	64	176
Laura M. Sapeinza-Grabski	96	118	88	302
Blank	27	20	25	72
Write-In	1	0	0	1
TOTAL	171	203	177	551

ANNUAL TOWN ELECTION- JUNE 30, 2020

Annual Town Election June 30, 2020	Precinct 1	Precinct 2	Precinct 3	Total
Board of Selectmen Vote One				
Barbara Jessel	234	270	220	724
Write-In	3	9	4	16
William Cargill	15	25	9	49
Blank	20	30	27	77
Total	272	334	260	866
Board of Assessors Vote One				
Write-In	10	19	17	46
Kerrie Myers	0	5	0	5
Blank	262	310	243	815
Total	272	334	260	866
Planning Board Vote Two				
Robert Gore	219	257	223	699
Write-In	6	11	8	25
Christian Wise	23	42	23	88
Blank	296	358	266	920
Total	544	668	520	1732
Annual Town Election June 30, 2020	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
Board of Health Vote Two				
Heather Lee Forand	222	266	223	711
Richard Taylor	192	239	192	623
Write-In	6	5	2	13

Blank	124	158	103	385
Total	544	668	520	1732
Boxford School Comm Vote Two				
Julianne Birch Flynn	212	264	208	684
Danielle Thompson	215	266	206	687
Write-In	3	1	0	4
Glenn Ayer	3	5	0	8
Blank	111	132	106	349
Total	544	668	520	1732
Masconomet Reg.HS School Committee Vote Two				
Carolyn J Miller	227	261	211	699
Teresa A. Teleen	222	260	208	690
Write-In	2	2	0	4
Glenn Ayer	3	3	0	6
Blank	90	142	101	333
Total	544	668	520	1732
Annual Town Election June 30, 2020	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
Board of Library Trustees Vote Two				
Antigoni Woodland	224	255	218	697
Write-In	8	9	10	27
Glenn Ayer	7	21	10	38
Megan Pietropaolo	11	18	7	36
Blank	294	364	275	933
Total	544	667	520	1731

Commissioners of Trust Funds Vote One				
Kathleen Zolla	220	273	219	712
Write-In	0	2	0	2
Blank	52	59	41	152
Total	272	334	260	866
Town Moderator Vote One				
Gerald Johnston	171	201	163	535
Robert Gore	78	116	85	279
Write-In	0	0	0	0
Gerry Johnston	0	1	0	1
Blank	23	16	12	51
Total	272	334	260	866
Annual Town Election June 30, 2020	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
Constable East Parish Vote One				
John A. Rowen	227	262	218	707
Write-In	0	0	2	2
Blank	45	72	40	157
Total	272	334	260	866
Constable West Parish Vote One				
David A. Smallman	223	296	228	747
Write-In	0	0	1	1
Blank	49	38	31	118
Total	272	334	260	0

STATE PRIMARY ELECTION- SEPTEMBER 1, 2020

PRIMARY SEPT 1, 2020	Precinct 1	Precinct 2	Precinct 3	Total
DEMOCRATIC				
Senator in Congress				
Edward Markey	334	410	378	1122
Joseph P Kennedy III	209	228	239	676
Write-In	0	1	1	2
Blank	9	2	3	8
Total	546	641	621	1808
Representative in Congress				
Seth Moulton	367	444	432	1243
Jamie Belsito	89	80	74	243
Angus McQuilken	81	99	92	272
Write-In	0	1	1	2
Blank	9	17	22	48
Total	546	641	621	1808
Councilor				
Eileen Duff	439	513	484	1436
Write-In	1	2	0	3

Blank	106	126	137	369
Total	546	641	621	1808
Primary Sept 1, 2020	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
DEMOCRATIC				
Senator General Court				
Write-In	62	86	85	233
Blank	484	555	536	1575
Total	546	641	621	1808
Rep. in General Court				
Tram Nguyen	490	XXXXXXX	XXXXXX	490
Christina Eckert	XXXXXXX	572	526	1098
Write-In	1	2	3	6
Blank	55	67	92	214
Total	546	641	621	1808
Register of Probate				
Pamela Casey O'Brien	438	508	480	1426
Write-In	1	0	1	2
Blank	107	133	140	380
Total	546	641	621	1808

Primary Sept 1, 2020	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
REPUBLICAN				
Senator in Congress				
Shiva Ayyadurai	55	87	70	212
Kevin O'Connor	125	138	144	407
Write-In	2	2	0	4
Blank	11	3	8	22
Total	193	230	222	645
Representative in Congress				
John Paul Moran	165	205	181	551
Write-In	1	1	0	2
Blank	27	24	41	92
Total	193	230	222	645
Councilor				
Write-In	14	28	17	59
Blank	179	202	205	586
Total	193	230	222	645

Primary Sept 1, 2020	Precinct 1	Precinct 2	Precinct 3	Total
REPUBLICAN				
Senator in General Court				
Bruce Tarr	172	214	197	583
Write-In	2	1	1	4
Blank	19	15	24	58
Total	193	230	222	645
Representative in General Court				
Jefferey Peter DuFour	114	XXXXXXX	XXXXXX	114
Shishan Wang	56	XXXXXXX	XXXXXX	56
Leonard Mirra	XXXXXXX	212	202	414
Write-In	1	2	0	3
Blank	22	16	20	58
Total	193	230	222	645
Registar of Probate				
Write-In	13	24	18	55
Blank	180	206	204	590
Total	193	230	222	645
Primary Sept 1, 2020	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
LIBERTARIAN				
Senator in Congress				
Write-In	4	2	3	9

Blank	1	0	0	1
Total	5	2	3	10
Rep. in Congress				
Write-In	3	1	2	6
Blank	2	1	1	4
Total	5	2	3	10
Councillor				
Write-In	3	0	1	4
Blank	2	2	2	6
Total	5	2	3	10
Senator in General Court				
Write-In	3	0	3	6
Blank	2	2	0	4
Total	5	2	3	10
Representative in General Court				
Write-In	4	0	2	6
Blank	1	2	1	4
Total	5	2	3	10
Register of Probate				
Write-In	2	0	1	3
Blank	3	2	2	7
Total	5	2	3	10
GREEN PARTY	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**

Senator in Congress				
Write-In	0	2	1	3
Blank	0	0	0	0
Total	0	2	1	3
Rep. in Congress				
Write-In	0	2	1	3
Blank	0	0	0	0
Total	0	2	1	3
Councillor				
Write-In	0	1	1	2
Blank	0	1	0	1
Total	0	2	1	3
Senator in General Court				
Write-In	0	0	1	1
Blank	0	2	0	2
Total	0	2	1	3
Representative in General Court				
Write-In	0	0	1	1
Blank	0	2	0	2
Total	0	2	1	3
Register of Probate				
Write-In	0	1	1	2

Blank	0	1	0	1
Total	0	2	1	3

ANNUAL TOWN MEETING- SEPTEMBER 12, 2020

September 12, 2020 Town of Boxford Annual Town Meeting Minutes

The Town of Boxford's Annual Town Meeting was called to order by Town Moderator Gerald Johnston at 10:09am on Saturday the twelfth day of September, 2020 at the Masconomet Regional High School, Roberts Field, 20 Endicott Road, with 180 voters in attendance.

Matthew Andrade moved to adjourn the meeting for two weeks to enfranchise parents with childcare needs and make the meeting accessible via Zoom. The motion was denied.

ARTICLE 1. To receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

It was moved by Alfred Vaz, and duly seconded, to receive and place on file the reports of the Town Officers and Committees without ratification of any action taken or authorization of any action proposed. The motion passed by a unanimous show of hands.

ARTICLE 2. To act on the proposed budget and see what sums of money the Town will vote to raise and appropriate, or transfer from available funds, for the use of several departments for Fiscal Year 2021, to wit: General Government, Financial Administration, Public Safety, Education, Public Works, Health & Human Services, Culture & Recreation, Employee Benefits, Debt Service, and all other necessary proper expenses during said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department; or take any other action thereon.

Sponsored and Supported by the Finance Committee

Estimate: $35,588,117

The proposed budget is printed on pages 11 and 12 of this warrant.

Board of Selectmen recommends adoption of this article

It was moved by Michael White, and duly seconded, to raise and appropriate the sum of $35,571,108 and transfer the sum of $17,009 from the "fund balance reserved for debt service", for a total appropriation of $35,588,117 to be used for several departments for Fiscal Year 2021, to wit: General Government, Financial Administration, Public Safety, Education, Public Works, Health & Human Services, Culture & Recreation, Employee Benefits, Debt Service, and all other

necessary proper expenses during said fiscal year; and authorize expenditure of these funds under the direction of the appropriate listed department. The motion passed by a majority show of hands.

ARTICLE 3. To see if the Town will vote to transfer from available funds the sum of $150,000 to reduce the tax rate for fiscal year 2021 or take any other action thereon.

Sponsored and Supported by the Finance Committee

Board of Selectmen recommends adoption of this article

It was moved by Michael White, and duly seconded, to transfer from Free Cash the sum of $150,000 to reduce the tax rate for fiscal year 2021.

It was moved by Matthew Andrade, and duly seconded, to amend the motion to transfer from Free Cash the sum of $375,000 to reduce the tax rate for fiscal year 2021. This motion was defeated by a majority show of hands. The article passed by a majority show of hands.

ARTICLE 4. To see if the Town, in accordance with M.G.L. Chapter 150E, section 7, will vote to approve the following collective bargaining agreements recently negotiated and ratified by the Board of Selectmen between the Town and the following Unions for the period of July 1, 2019 to June 30, 2020:

- Teamsters Local 25 International Brotherhood of Teamsters Boxford Police Patrol Officers
- Boxford Police Reserve Association
- American Federation of State, County and Municipal Employees, AFL-CIO Council #93, Local 939, Boxford Town Hall/Library Clerical Employees
- American Federation of State, County and Municipal Employees
- Communication Dispatchers and Police Secretarial Employees Association;

Said collective bargaining agreements on file with the Town Clerk; funding for the cost items for these one-year retroactive agreements were included in the general operating budget of the Town adopted at the Annual Town Meeting, May 2019; or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

Finance Committee recommends adoption of this article

It was moved by Charles Costello, and duly seconded, that, in accordance with M.G.L. Chapter 150E, section 7, to approve the following collective bargaining agreements recently negotiated and ratified by the Board of Selectmen between the Town and the following Unions for the period July 1, 2019 to June 30, 2020:

- Teamsters Local 25 International Brotherhood of Teamsters Boxford Police Patrol Officers
- Boxford Police Reserve Association
- American Federation of State, County and Municipal Employees, AFL-CIO Council #93, Local 939, Boxford Town Hall/Library Clerical Employees
- Communication Dispatchers and Police Secretarial Employees Association;

Said collective bargaining agreements on file with the Town Clerk; funding for the cost items for these one-year retroactive agreements were included in the general operating budget of the Town adopted at the Annual Town Meeting, May 2019. This motion carried by a majority show of hands.

ARTICLE 5. To act on the list of proposed equipment and capital purchases for FY2021 and see what sums of money the Town will vote to transfer from Free Cash, for the use of several departments for fiscal year 2021, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Board of Selectmen to dispose of any equipment declared surplus if replaced; or take any other action thereon.

Sponsored and supported by the Board of Selectmen

Estimate: $743,000

Finance Committee recommends adoption of this article

Permanent Building Committee recommendations as noted

The proposed capital budget is printed on page 10 of this warrant.

It was moved by Peter Perkins, and duly seconded, to transfer the sum of $743,000 from Free Cash for the use of several departments for fiscal year 2021 as shown on page 10 of this warrant, and authorize expenditure of these funds for such purposes under the direction of the appropriate listed department and authorize the Board of Selectmen to dispose of any equipment declared surplus if replaced. This article passed by a majority show of hands.

ARTICLE 6. To see if the Town will vote to borrow $388,000 to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for the Harry Lee Cole School & Spofford Pond School Site Renovation Projects, including any incidental or related expenses, said funds to be expended under the direction of the Elementary School Committee, or take any other action thereon.

Sponsored and supported by the Elementary School Committee

Board of Selectmen recommends adoption of this acticle

Finance Committee recommends adoption of this article

It was moved by Carol Hubbard, and duly seconded, to appropriate $388,000 to engage consulting and engineering services to design, seek regulatory permitting approval, provide plans and specifications, conduct competitive construction bidding and undertake other services as necessary, for the Harry Lee Cole School and & Spofford Pond School Site Renovation Projects, including any incidental or related expenses, said funds to be expended under the direction of the Elementary School Committee, and that to meet this appropriation, the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under and pursuant to G.L. c. 44, §7(7) or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor. Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount. And to authorize the Chief Procurement Officer and the Elementary School Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the construction of said project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant or gift amounts received. This article passed by a greater than two-thirds majority show of hands.

ARTICLE 7. To see if the Town will vote to appropriate, borrow or transfer from available funds $250,000, to engage services to design, furnish and construct a Metal Truss Fabric Building for the Department of Public Works at 7B Spofford Road, including any incidental or

related expenses, said funds to be expended under the direction of the Permanent Building Committee, or take any other action thereon.

Sponsored and supported by the Board of Selectmen

Finance Committee recommends adoption of this article

It was moved by Charles Costello, and duly seconded, to transfer from Free Cash the sum of $250,000, to engage services to design, furnish and construct a Metal Truss Fabric Building for the Department of Public Works at 7B Spofford Road, including any incidental or related expenses, said funds to be expended under the direction of the Permanent Building Committee. This article passed by a majority show of hands.

ARTICLE 8. To see if the Town will vote to borrow and transfer from available funds $2,800,000 to be expended, under the direction of Permanent Building Committee to pay costs of the Building Envelope Repair, HVAC, Replacement, and Library Interior Renovation Project at Boxford Town Hall/Library, 7A Spofford Road, including the payment of all costs incidental or related thereto (the "Project"); which proposed repair project would materially extend the useful life of the Building and preserve an asset, said amount to be expended under the direction of the Permanent Building Committee; and to meet this appropriation to: 1. Transfer $450,000from library stabilization fund; and 2. Authorize the Treasurer with the approval of the Board of Selectmen to borrow the remainder of the appropriation amounting to $2,350,000, pursuant to Chapter 44 of the General Laws, as amended, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with Chapter 44, section 20 of the General Laws, thereby reducing the amount to be borrowed to pay such cost by a like amount; and to authorize the Chief Procurement Officer and the Permanent Building Committee to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect the construction of said project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount received; or take any other action thereon.

Sponsored and supported by Permanent Building Committee

Board of Selectmen recommends adoption of this article

Finance Committee recommends adoption of this article

It was moved by Robert Hazelwood, and duly seconded, to appropriate $2,626,000, to be expended, under the direction of Permanent Building Committee, to pay costs of the Building Envelope Repair, HVAC Replacement, and Library Interior Renovation Project at Boxford Town Hall/Library, located at 7A Spofford Road, including the payment of all costs incidental or related thereto (the "Project"); which proposed repair project would materially extend the useful life of the Building and preserve an asset; and to meet this appropriation (i) $450,000 shall be transferred from the library stabilization fund; and (ii) the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow $2,176,000, pursuant to G.L. c. 44, §7(1), or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of the issuance of such bonds or notes, may be applied to payment of costs approved by this vote in accordance with G.L. c. 44, §20, thereby reducing the amount to be borrowed to pay such cost by a like amount, and that the Chief Procurement Officer and the Permanent Building Committee are each authorized to enter into any and all agreements and execute any and all instruments as may be necessary on behalf of the Town to affect the construction of said project; provided further that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amounts received on account of this project. This article was approved by a greater than two-thirds majority show of hands.

ARTICLE 9. To see if the Town will vote to set the annual curbside solid waste collection fee at $3.00 for each 32-gallon bag or container (each use); or take any other action thereon.

Sponsored and Supported by the Board of Health

Finance Committee recommends adoption of this article

Board of Selectmen recommends adoption of this article

It was moved by Alex Constan, and duly seconded, to set the annual curbside solid waste collection fee at $3.00 for each 32-gallon bag or container (each use). This article passed by a majority show of hands.

ARTICLE 10. To see if the Town will vote to appropriate or reserve from the Community Preservation Fund annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation:

Appropriations:	
Sawyer-Richardson Open Space Bond	$158,150
Lincoln Hall Renovation Bond expense	$ 45,063
Haynes Land Purchase Bond expense	$ 128,750
Aaron Wood Renovation Bond expense	$ 14,346
Boxford Commons Bond expense	$ 154,450
Committee Administrative Expenses	$ 43,066
Reserves:	
Historic Resources Reserve	$ 26,724
Community Housing Reserve	$ 86,132
Budgeted Reserve	$ 200,000

or take any other action thereon.

Sponsored and supported by the Community Preservation Committee

Board of Selectmen recommends adoption of this article

Finance Committee recommends adoption of this article

It was moved by Peter Delaney, and duly seconded, to appropriate or reserve from the Community Preservation Fund FY 2021 estimated annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, debt service, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation, as shown in article #10 of this warrant. This article was approved by a unanimous show of hands.

ARTICLE 11: To see if the Town will vote to appropriate $68,000 in land purchase expense to enable the Town of Boxford to acquire for conservation, open space, and passive recreation purposes as set forth in the General Laws, Chapter 40 Section 8C and subject to the protections afforded under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and to authorize the Board of Selectmen to accept the deed to the Town of fee simple interest or less, of a parcel of land in Boxford, Essex County, Massachusetts, also known as the "Bergstrom Property," the parcel consisting of 14.5± acres of open land bordering Hoveys Pond, identified as Map 9, Lot 1, Parcel 29 in the records of the Boxford Assessors on file with the Town Clerk, together with all rights and easements and subject to all easements; said land to

be under the care, custody and control of the Boxford Conservation Commission; and that to fund said purchase, to transfer $60,000 from the Undesignated Community Preservation Fund balance; the remaining $8,000 needed for the purchase to be funded through a contribution from BTA/BOLT, Inc.; and that the Board of Selectmen be authorized to grant a perpetual conservation restriction in said parcel of land meeting the requirements of M.G.L. Chapter 44B, § 12 and M.G.L. Chapter 184, §§ 31-33, as may be deemed appropriate, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said purchase, said funds to be expended by the Conservation Commission in consultation with the Community Preservation Committee; further, to authorize the Conservation Commission to apply for and accept any grants or gifts for this purpose and additional related legal and closing cost expenses; and further, that the amount authorized pursuant to this vote shall be reduced by any grant amount received above amounts necessary for additional related costs; or take any other action thereon.

Sponsored and supported by the Community Preservation Committee

Board of Selectmen recommends adoption of this article

Finance Committee recommends adoption of this article.

It was moved by Peter Delaney, and duly seconded, to appropriate $68,000 in land purchase expense to enable the Town of Boxford to acquire for conservation, open space, and passive recreation purposes as set forth in the General Laws, Chapter 40 Section 8C and subject to the protections afforded under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and to authorize the Board of Selectmen to accept the deed to the Town of fee simple interest or less, of a parcel of land in Boxford, Essex County, Massachusetts, also known as the "Bergstrom Property," the parcel consisting of 14.5± acres of open land bordering Hovey's Pond, identified as Map 9, Lot 1, Parcel 29 in the records of the Boxford Assessors on file with the Town Clerk, together with all rights and easements and subject to all easements; said land to be under the care, custody and control of the Boxford Conservation Commission; and that to fund said purchase, to transfer $60,000 from the Undesignated Community Preservation Fund balance; the remaining $8,000 needed for the purchase to be funded through a contribution from BTA/BOLT, Inc.; and that the Board of Selectmen be authorized to grant a perpetual conservation restriction in said parcel of land meeting the requirements of M.G.L. Chapter 44B, § 12 and M.G.L. Chapter 184, §§ 31-33, as may be deemed appropriate, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said purchase, said funds to be expended by the Conservation Commission in consultation with the Community Preservation Committee; further, to authorize the Conservation Commission to apply for and accept any grants or gifts for this purpose and additional related legal and closing cost expenses; and further, that the amount authorized pursuant to this vote shall be reduced by any grant amount received above amounts necessary for additional related costs.

It was moved to amend Article 11 to read as follows: to appropriate $68,000 in land purchase expense to enable the Town of Boxford to acquire for conservation, open space, and passive recreation purposes as set forth in the General Laws, Chapter 40 Section 8C and subject to the protections afforded under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts, and to authorize the Board of Selectmen to accept the deed to the Town of fee simple interest or less, of a parcel of land in Boxford, Essex County, Massachusetts, also known as the "Bergstrom Property," the parcel consisting of 14.5± acres of open land bordering Hovey's Pond, identified as Map 9, Lot 1, Parcel 29 in the records of the Boxford Assessors on file with the Town Clerk, together with all rights and easements and subject to all easements; said land to be under the care, custody and control of the Boxford Conservation Commission; and that to fund said purchase, to transfer $50,000 from the Undesignated Community Preservation Fund balance; the remaining $18,000 needed for the purchase to be funded through a contribution from BTA/BOLT, Inc.; and that the Board of Selectmen be authorized to grant a perpetual conservation restriction in said parcel of land meeting the requirements of M.G.L. Chapter 44B, § 12 and M.G.L. Chapter 184, §§ 31-33, as may be deemed appropriate, and to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxford to affect said purchase, said funds to be expended by the Conservation Commission in consultation with the Community Preservation Committee; further, to authorize the Conservation Commission to apply for and accept any grants or gifts for this purpose and additional related legal and closing cost expenses; and further, that the amount authorized pursuant to this vote shall be reduced by any grant amount received above amounts necessary for additional related costs. This amendment passed by a unanimous show of hands.

Article 11, as amended was approved by a unanimous show of hands.

ARTICLE 12. To see if the Town will vote to appropriate $25,000 from the Undesignated Community Preservation Fund balance to be deposited into the Conservation Fund established pursuant to the Conservation Commission Act, M.G.L. Ch. 40 s. 8C, for use by the Conservation Commission on projects that satisfy eligibility requirements of both M.G.L. Ch. 40 s. 8C and the Community Preservation Act, M.G.L. Ch. 44B; any expenditure of these deposited funds to be authorized by the Conservation Commission in consultation with the Community Preservation Committee; or take any other action thereon.

Sponsored and supported by the Community Preservation Committee

Board of Selectmen recommends adoption of this article

Finance Committee recommends adoption of this article

It was moved by Peter Delaney, and duly seconded, to appropriate $25,000 from the Undesignated Community Preservation Fund balance to be deposited into the Conservation Fund established pursuant to the Conservation Commission Act, M.G.L. Ch. 40 s. 8C, for use by the Conservation Commission on projects that satisfy eligibility requirements of both M.G.L. Ch. 40 s. 8C and the Community Preservation Act, M.G.L. Ch. 44B; any expenditure of these deposited funds to be authorized by the Conservation Commission in consultation with the Community Preservation Committee. This article passed by unanimous show of hands.

ARTICLE 13: To see if the Town will vote to amend the Stormwater Management Bylaw, Town Code Ch. 160, to update a definition of Stormwater Management Standards and to delete an exemption for projects receiving a wetland permit, as follows, with struck through language deleted, and bolded and underlined language inserted; or take any other action thereon:

MASSACHUSETTS STORMWATER MANAGEMENT POLICY STANDARDS- The Policy Standards issued by the Department of Environmental Protection, and as amended, that coordinates the requirements prescribed by state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act GL c.131 § 40 and Massachusetts Cl ean Waters Act GL c. 131 §§23-56, to prevent or reduce pollutants from reaching water bodies and control the quantity of runoff from a site.

§ 160-6 Statement of Jurisdiction1

A. No person shall perform any activity that alters a construction site or hotspot or results in an illicit discharge, except as authorized by the Conservation Commission in a Stormwater Management Permit or as otherwise provided in this bylaw.

B. The following exemptions apply to the alteration of a construction site or hotspot

(1) Alteration, regardless of square footage, all of which is located outside of the NPDES Phase II Regulated Area and which does not drain to the Boxford municipal separate storm sewer system within the NPDES Phase II regulated area;

(2) Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04;

(3) Stormwater discharges that are authorized under an Order of Conditions issued by the Boxford Conservation Commission pursuant to the Wetlands Protection Act, MGL c. 131, § 40, and where the Order includes findings by the Commission that the discharge complies with the Massachusetts Stormwater Management Policy;

(4) Emergency activities necessary to protect public health or

safety, so long as all necessary emergency permits or

emergency certifications have been or will be obtained; and,

(5) (5) Any work or projects for which all necessary approvals and permits have been issued before the effective date of this bylaw.

Sponsored and Supported by the Conservation Commission

Board of Selectmen recommends adoption of this article

It was moved by Peter Delaney, and duly seconded, to amend the Stormwater Management Bylaw, Town Code Ch. 160, to update a definition of Stormwater Management Standards and to delete an exemption for projects receiving a wetland permit, as shown in article #13, with struck-through language deleted, and bolded and underlined language inserted. This motion passed by unanimous show of hands.

ARTICLE 14. To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $15,000 to fund the Conservation Fund; or take any other action thereon.

Sponsored and Supported by Conservation Commission

Board of Selectmen recommends adoption of this article

Finance Committee recommends adoption of this article

It was moved by Peter Delaney to transfer from Free Cash the sum of $15,000 to fund the Conservation Fund. This article passed by unanimous show of cards.

ARTICLE 15. To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $50,000 to fund the Unemployment Fund; or take any other action thereon.

Sponsored and Supported by Board of Selectmen

Finance Committee recommends adoption of this article

Barbara Jessel moved, and it was duly seconded, to transfer from Free Cash the sum of $50,000 to fund the Unemployment Fund. This motion passed by unanimous show of cards.

ARTICLE 16. To see if the Town will vote to raise and appropriate, or transfer from available funds the sum of $7,150 to fund the biannual mandated OPEB Actuarial Study; or take any other action thereon.

Sponsored and Supported by Board of Selectmen

Finance Committee recommends adoption of this article

Mary Anne Nay moved, and it was duly seconded, to raise and appropriate, or transfer from available funds the sum of $7,150 to fund the biannual mandated OPEB Actuarial Study. This article passed by unanimous show of hands.

ARTICLE 17. To see if the Town will vote to transfer from available funds the sum of $25,000 to engage consulting and engineering services for design plans and specifications, for various capital projects including any incidental or related costs, said funds to be expended under the joint direction of the Board of Selectmen and Permanent Building Committee, or take any other action thereon.

It was moved by Richard O'Brien, and duly seconded, to transfer from available funds the sum of $25,000 to engage consulting and engineering services for design plans and specifications, for various capital projects including any incidental or related costs, said funds to be expended under the joint direction of the Board of Selectmen and Permanent Building Committee. This motion passed by a majority show of cards.

ARTICLE 18. To see if the Town will vote to:

1. Initiate a municipal aggregation program to aggregate the electrical load of interested consumers within the boundaries Town independently, or in joint action with other municipalities pursuant to M.G.L. c. 164, §134, or any other enabling legislation; and

2. Authorize the Board of Selectmen to (i) enter into one or more agreements with one or more consultants to assist the Town with the development, implementation and administration of such aggregation program for a term most advantageous including authorization for a term or more than three years, and (ii) take any actions and execute any other documents and ancillary agreements necessary, convenient, or appropriate to accomplish the foregoing and to implement and administer the aggregation program and consultant agreements, which agreements and documents shall be on such terms and conditions and for such consideration as the Board of Selectmen deems in the best interests of the Town.

Or take any other action thereon.

It was moved by Keith Sampson and duly seconded, to authorize the Board of Selectmen to Initiate a municipal aggregation program to aggregate the electrical load of interested consumers within the boundaries Town independently, or in joint action with other municipalities pursuant to M.G.L. c. 164, § 134, as described in article #18. This article was approved by a unanimous show of hands.

Sponsored and Supported by Sustainability Committee

Board of Selectmen recommends adoption of this article

ARTICLE 19. To see if the Town will vote to amend the Town General By-Laws to rename of the "Board of Selectmen" to "Select Board:", as follows, with struck through language deleted, and bolded and underlined language inserted:

Chapter 32, Section 32-1 Election of Members

A Board of Selectmen Select Board of five members shall be elected from the town at large for three-year overlapping terms of office. Two new members shall be elected at the Annual Town Election on May 16, 2000, as follows: one member for a three year term and one member for a one year term. The Board shall exercise the general supervision over all matters affecting the interest or welfare of the town. The Select Board shall have all the powers and duties of a board of selectmen under the general laws and any special laws applicable to the Town of Boxford as well as such other powers and duties as are provided in these by-laws.

And further, in each instance in which they appear in the Town Code, to replace the words "Board of Selectmen" or "Selectmen", with the words "Select Board," and to replace the word "Selectmen" with "Select Board Member", or take any other action thereon.

Sponsored and Supported by the Board of Selectmen

It was moved by Mary Anne Nay, and duly seconded, to amend the Town General By-Laws to rename of the "Board of Selectmen" to "Select Board:", as shown in Article #19, with struck-through language deleted, and bolded and underlined language inserted.

Laura Grabski moved, and it was duly seconded, to pass over this article. This motion failed.

Matthew Andrade moved, and it was duly seconded, to amend the motion to strike out Select Board to read Executive Board. This motion was defeated by a majority show of hands.

This motion passed by a majority show of cards.

Article 20. To transact any other business that may legally come before the meeting.

Alfred Vaz moved to dissolve the Annual Town Meeting. Without objection, Annual Town Meeting was dissolved at 1:25pm.

Respectfully submitted,

Robin Phelan, Town Clerk

STATE ELECTION- NOVEMBER 3, 2020

November 3, 2020	Precinct 1	Precinct 2	Precinct 3	Total
Electors of President and VP				
Biden / Harris	1010	1092	1015	3117
Hawkins / Walker	10	9	4	23
Jorgensen / Cohen	31	38	24	93
Trump / Pence	755	781	735	2271
Write-In	11	15	13	39
Blank	10	10	19	39
Total	1827	1945	1810	5582
Senator in Congress				
Edward Markey	934	1035	963	2932
Kevin O'Connor	848	868	804	2520
Write-In	13	14	17	44
Blank	32	28	26	86
Total	1827	1945	1810	5582
Representative in Congress				
Seth Moulton	1003	1082	1009	3094
John Paul Moran	785	815	758	2358
Write-In	1	1	1	3
Blank	38	47	42	127
Total	1827	1945	1810	5582
November 3, 2020	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
Councilor				
Eileen Duff	1198	1285	1176	3659

Write-In	37	35	35	107
Blank	592	625	599	1816
Total	1827	1945	1810	5582
Senator in General Court				
Bruce Tarr	1420	1470	1372	4262
Write-In	23	28	21	72
Blank	384	447	417	1248
Total	1827	1945	1810	5582
Rep. in General Court				
Tram Nguyen	995	XXXXXXXXX	XXXXXXXXX	995
Jeffery DuFour	753	XXXXXXXXX	XXXXXXXXX	753
Leonard Mirra	XXXXXXXXX	883	846	1729
Christina Eckert	XXXXXXXXX	1013	893	1906
Write-In	2	2	3	7
Blank	77	47	68	192
Total	1827	1945	1810	5582
November 3, 2020	**Precinct 1**	**Precinct 2**	**Precinct 3**	**Total**
Register of Probate				
Pamela Casey O'Brien	1098	1155	1051	3304
Write-In	28	29	26	83
Blank	701	761	733	2195
Total	1827	1945	1810	5582

QUESTION 1

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

SUMMARY

This proposed law would require that motor vehicle owners and independent repair facilities be

provided with expanded access to mechanical data related to vehicle maintenance and repair. Starting with model year 2022, the proposed law would require manufacturers of motor vehicles sold in Massachusetts to equip any such vehicles that use telematics systems-systems that collect and wirelessly transmit mechanical data to a remote server--with a standardized open access data platform. Owners of motor vehicles with telematics systems would get access to mechanical data through a mobile device application. With vehicle owner authorization, independent repair facilities (those not affiliated with a manufacturer) and independent dealerships would be able to retrieve mechanical data from, and send commands to, the vehicle for repair, maintenance, and diagnostic testing. Under the proposed law, manufacturers would not be allowed to require authorization before owners or repair facilities could access mechanical data stored in a motor vehicle's on-board diagnostic system, except through an authorization process standardized across all makes and models and administered by an entity unaffiliated with the manufacturer. The proposed law would require the Attorney General to prepare a notice for prospective motor vehicle owners and lessees explaining telematics systems and the proposed law's requirements concerning access to the vehicle's mechanical data. Under the proposed law, dealers would have to provide prospective owners with, and prospective owners would have to acknowledge receipt of, the notice before buying or leasing a vehicle. Failure to comply with these notice requirements would subject motor vehicle dealers to sanctions by the applicable licensing authority. Motor vehicle owners and independent repair facilities could enforce this law through state consumer protection laws and recover civil penalties of the greater of treble damages or $10,000 per violation.

A YES VOTE would provide motor vehicle owners and independent repair facilities with expanded access to wirelessly transmitted mechanical data related to their vehicles' maintenance and repair.

A NO VOTE would make no change in the law governing access to vehicles' wirelessly transmitted mechanical data

Question 1				
Yes	1310	1441	1318	4069
No	453	453	430	1336
Blank	64	51	62	177
Total	1827	1945	1810	5582

QUESTION 2

Do you approve of a law summarized below, on which no vote was taken by the Senate or the House of Representatives on or before May 5, 2020?

SUMMARY

This proposed law would implement a voting system known as 'ranked-choice voting,' in which voters rank one or more candidates by order of preference. Ranked-choice voting would be used in primary and general elections for all Massachusetts statewide offices, state legislative offices, federal congressional offices, and certain other offices beginning in 2022. Ranked-choice voting would not be used in elections for president, county commissioner, or regional district school committee member. Under the proposed law, votes would be counted in a series of rounds. In the first round, if one candidate received more than 50 percent of the first-place votes, that candidate would be declared the winner and no other rounds would be necessary. If no candidate received more than 50 percent of the first-place votes, then the candidate or candidates who received the fewest first-place votes would be eliminated and, in the next round, each vote for an eliminated candidate would instead be counted toward the next highest-ranked candidate on that voter's ballot. Depending on the number of candidates, additional rounds of counting could occur, with the last-place candidate or candidates in each round being eliminated and the votes for an eliminated candidate going to the voter's next choice out of the remaining candidates. A tie for last place in any round would be broken by comparing the tied candidates' support in earlier rounds. Ultimately, the candidate who was, out of the remaining candidates, the preference of a majority of voters would be declared the winner. Ranked-choice voting would be used only in races where a single candidate is to be declared the winner and not in races where more than one person is to be elected. Under the proposed law, if no candidate received more than 50 percent of first-place votes in the first round, the rounds of ballot-counting necessary for ranked-choice voting would be conducted at a central tabulation facility. At the facility, voters' rankings would be entered into a computer, which would then be used to calculate the results of each round of the counting process. The proposed law provides that candidates in a statewide or district election would have at least three days to request a recount. The Secretary of State would be required to issue regulations to implement the proposed law and conduct a voter education campaign about the ranked-choice voting process. The proposed law would take effect on January 1, 2022.

A YES VOTE would create a system of ranked-choice voting in which voters would have the option to rank candidates in order of preference and votes would be counted in rounds, eliminating candidates with the lowest votes until one candidate has received a majority.

A NO VOTE would make no change in the laws governing voting and how votes are counted

Question 2				
Yes	689	783	648	2120
No	1074	1117	1101	3292
Blank	64	45	61	170
Total	1827	1945	1810	5582

VITAL STATISTICS

Births: 68

Marriages: 6

Deaths: 71

LICENSES AND PERMITS

Dog Licenses: 1,398

Kennel Licenses: 11

Raffle Permits: 0

FINANCE

- ACCOUNTANT S INDEPENDENT AUDITORS REPORT, COMBINED FINANCIAL STATEMENTS, AND ADDITIONAL FINANCIAL INFORMATION
- FINANCE COMMITTEE
- BOARD OF ASSESSORS
- TREASURER/COLLECTOR OF TAXES
- COMMISSIONERS OF TRUST FUNDS
- PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND/GUIDELINES

TOWN OF BOXFORD, MASSACHUSETTS

Financial Statements
For the Year Ended June 30, 2020

(With Independent Auditors' Report Thereon)

CONTENTS

	Page
INDEPENDENT AUDITORS' REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	3
BASIC FINANCIAL STATEMENTS:	
Government-Wide Financial Statements:	
Statement of Net Position	10
Statement of Activities	12
Fund Financial Statements:	
Governmental Funds:	
Balance Sheet	13
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities in the Statement of Net Position	14
Statement of Revenues, Expenditures, and Changes in Fund Balances	15
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	16
Fiduciary Funds:	
Statement of Fiduciary Net Position	17
Statement of Changes in Fiduciary Net Position	18
Notes to Financial Statements	19

	Page
REQUIRED SUPPLEMENTARY INFORMATION:	
Budget and Actual:	
Schedule of Revenues, Expenditures, and Other Financing Sources/Uses – Budget and Actual – General Fund	54
Schedule of Revenues, Expenditures, and Other Financing Sources/Uses – Budget and Actual – Major Special Revenue Fund	55
Notes to Required Supplementary Information for Budget	56
Pension:	
Schedule of Proportionate Share of the Net Pension Liability	58
Schedule of Pension Contributions	59
OPEB:	
Schedule of Changes in the Net OPEB Liability	60
Schedules of Net OPEB Liability, Contributions, and Investment Returns	61

MELANSON

INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Boxford, Massachusetts

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of

accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Boxford, Massachusetts, as of June 30, 2020, for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis, the Budgetary Comparison for the General Fund and major special revenue funds, and certain Pension and OPEB schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Melanson

Andover, Massachusetts
December 10, 2020

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Boxford, Massachusetts (the Town), we offer readers this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2020.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements comprise three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains required/other supplementary information in addition to the basic financial statements themselves.

Government-Wide Financial Statements

The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, liabilities, and deferred outflows/inflows of resources with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the Town's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

The governmental activities include general government, public safety, education, public works, health and human services, culture and recreation, interest, and intergovernmental expense.

Fund Financial Statements

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental Funds

Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the

government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a Town's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary Funds

Fiduciary funds are used to account for resources held for the benefit of parties outside the Town. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

Notes to Financial Statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Required/other supplementary information (other than MD&A)

In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

Financial Highlights

- At the end of the current fiscal year, net position in governmental activities was $41,105,755, a change of $(376,734).
- At the end of the current fiscal year, governmental funds reported combined ending fund balances of $12,476,066, a change of $4,357,819 in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was $4,754,212, a change of $(480,763) in comparison to the prior year.

Government-Wide Financial Analysis

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

NET POSITION (in thousands)

	Governmental Activities	
	2020	2019
Current and other assets	$ 13,571	$ 12,649
Capital assets	62,065	63,169
Total assets	75,636	75,818
Deferred outflows of resources	3,412	3,189
Current liabilities	2,154	5,263
Noncurrent liabilities	34,528	32,013
Total liabilities	36,682	37,276
Deferred inflows of resources	1,260	248
Net investment in capital assets	54,972	55,028
Restricted	4,758	3,718
Unrestricted	(18,624)	(17,263)
Total net position	$ 41,106	$ 41,483

As noted earlier, net position may serve over time as a useful indicator of a Town's financial position. At the close of the most recent fiscal year, total net position was $41,105,755, a change of $(376,734) in comparison to the prior year.

The largest portion of net position $54,972,082 reflects our investment in capital assets (e.g., land, construction in progress, land improvements, buildings and building improvements, machinery, equipment and vehicles, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position $4,757,677 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position reflects a deficit of $(18,624,004) primarily resulting from unfunded pension and OPEB liabilities.

CHANGES IN NET POSITION (in thousands)

	Governmental Activities	
	2020	2019
Revenues:		
Program revenues:		
Charges for services	$ 2,075	$ 2,023
Operating grants and contributions	5,161	4,590
Capital grants and contributions	483	1,119
General revenues:		
Property taxes	31,133	30,791
Excises	1,658	1,714
Penalties and interest on taxes	78	74
Grants and contributions not restricted to specific programs	695	687
Investment income	211	397
Other	595	495
Total revenues	42,089	41,890
Expenses:		
General government	2,360	2,454
Public safety	3,886	3,779
Education	30,814	29,548
Public works	3,765	3,330
Health and human services	438	399
Culture and recreation	905	693
Interest on long-term debt	170	504
Intergovernmental	168	178
Total expenses	42,506	40,885
Change in net position	(417)	1,005
Transfers in (out)	40	-
Change in net position	(377)	1,005
Net position - beginning of year	41,483	40,478
Net position - end of year	$ 41,106	$ 41,483

Governmental Activities

Governmental activities for the year resulted in a change in net position of $(376,734). Key elements of this change are as follows:

Community Preservation fund change in fund balance	$ 696,554
Other governmental funds operations (accrual basis)	1,097,405
Depreciation expense in excess of principal debt service	(1,310,581)
Change in OPEB liability and related deferred outflows and inflows	(465,912)
Change in net pension liability and related deferred outflows and inflows	(586,370)
Other	192,170
Total	$ (376,734)

Financial Analysis of the Town's Funds

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds

The focus of governmental funds is to provide information on near-term inflows, outflows and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a Town's net resources available for spending at the end of the fiscal year.

General Fund

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was $4,754,212, while total fund balance was $7,211,432. Our unassigned fund balance decreased from the prior year as the budgetary surplus of $712,557 (page 54) was reduced by our use of free cash of approximately $1.2 million for fiscal year 2021.

As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to general fund expenditures. Refer to the table below.

General Fund	6/30/20	6/30/19	Change	% of General Fund Expenditures*
Unassigned fund balance	$ 4,754,212	$ 5,234,975	$ (480,763)	13.4%
Total fund balance	$ 7,211,432	$ 7,286,556	$ (75,124)	20.3%

*Expenditure amounts used to calculate the above percentages have been adjusted to exclude the on-behalf payment from the Commonwealth to the Massachusetts Teachers Retirement System of $1,318,642.

The total fund balance of the general fund changed by $(75,124) during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	$ 169,233
Expenditures less than budget	521,397
Use of free cash as a funding source	(1,227,108)
Current year encumbrances in excess of prior year encumbrances	410,006
Change in stabilization fund balance	29,421
Other	21,927
Total	$ (75,124)

Included in the total general fund balance is the Town's stabilization fund with the following balance:

	6/30/20	6/30/19	Change
General stabilization fund	$ 1,399,913	$ 1,370,492	$ 29,421

Other Major Funds
State legislation allows Community Preservation Act fund property taxes and state matching funds to finance projects such as preservation of historical buildings. Funds are being accumulated to finance debt service costs on approved projects.

Non-Major Governmental Funds
The non-major fund balance changed by $3,736,389 primarily from timing differences between the receipt and disbursement of grants and permanent financing of capital projects.

Capital Asset and Debt Administration

Capital Assets
Total investment in capital assets for governmental activities at year end amounted to $62,065,252 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, land improvements, buildings and building improvements, machinery, equipment and vehicles, and infrastructure.

Major capital asset events during the current fiscal year included the following:

- $455,577 – Lockwood Lane Bridge replacement
- $130,721 – Public safety vehicles

Additional information on capital assets can be found in the Notes to Financial Statements.

Credit Rating
As of June 30, 2020, the Town's Standard & Poor's credit rating is AAA.

Long-term debt
At the end of the current fiscal year, total bonded debt outstanding was $7,192,748, all of which was backed by the full faith and credit of the Town.

Additional information on long-term debt can be found in the Notes to Financial Statements.

Requests for Information

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Director of Municipal Finance/Town Accountant

Town of Boxford, Massachusetts

7A Spofford Road, 2nd Floor

Boxford, Massachusetts 01921

TOWN OF BOXFORD, MASSACHUSETTS

Statement of Net Position
June 30, 2020

	Governmental Activities
Assets	
Current:	
Cash and short-term investments	$ 8,104,877
Investments	4,961,109
Receivables, net of allowance for uncollectibles:	
Property taxes	312,428
Excises	94,514
Due from other governments	56,824
Total Current Assets	13,529,752
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Property taxes	36,803
Betterments	4,717
Capital assets:	
Land and construction in progress	21,106,996
Other capital assets, net of accumulated depreciation	40,958,256
Total Noncurrent Assets	62,106,772
Deferred Outflows of Resources	
Related to pensions	1,853,337
Related to OPEB	1,558,463
Total Deferred Outflows of Resources	3,411,800

(continued)

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Statement of Net Position
June 30, 2020

(continued)

Liabilities	
Current:	
Warrants payable	400,781
Accrued liabilities	225,570
Other current liabilities	202,170
Current portion of long-term liabilities:	
Bonds payable	1,177,748
Compensated absences	91,367
Landfill liability	56,653
Total Current Liabilities	2,154,289
Noncurrent:	
Bonds payable, net of current portion	6,015,000
Net pension liability	15,710,208
Net OPEB liability	11,273,686
Compensated absences, net of current portion	822,299
Landfill liability, net of current portion	707,421
Total Noncurrent Liabilities	34,528,614
Deferred Inflows of Resources	
Related to pensions	904,055
Related to OPEB	355,611
Total Deferred Inflows of Resources	1,259,666
Net Position	
Net investment in capital assets	54,972,082
Restricted for:	
Community preservation funds	3,208,629
Grants and other statutory restrictions	1,533,519
Permanent funds:	
Nonexpendable	5,000
Expendable	10,529
Unrestricted	(18,624,004)
Total Net Position	$ 41,105,755

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Statement of Activities
For the Year Ended June 30, 2020

	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Program Revenues: Capital Grants and Contributions	Net (Expenses) Revenues and Changes in Net Position: Governmental Activities
Governmental Activities					
General government	$ 2,360,030	$ 434,598	$ 559,939	$ -	$ (1,365,493)
Public safety	3,886,076	392,328	27,121	-	(3,466,627)
Education	30,814,361	1,168,541	4,546,373	-	(25,099,447)
Public works	3,765,291	41,989	515	483,525	(3,239,262)
Health and human services	438,058	29,825	27,132	-	(381,101)
Culture and recreation	905,285	7,600	-	-	(897,685)
Interest on long-term debt	170,069	-	-	-	(170,069)
Intergovernmental	168,077	-	-	-	(168,077)
Total Governmental Activities	$ 42,507,247	$ 2,074,881	$ 5,161,080	$ 483,525	(34,787,761)
			General Revenues		
			Property taxes		31,132,781
			Excises		1,658,647
			Penalties, interest and other taxes		77,872
			Grants and contributions not restricted to specific programs		695,345
			Investment income		211,626
			Miscellaneous		594,739
			Transfers, net		40,017
			Total general revenues		34,411,027
			Change in Net Position		(376,734)
			Net Position		
			Beginning of year		41,482,489
			End of year		$ 41,105,755

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Governmental Funds
Balance Sheet
June 30, 2020

	General Fund	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Assets				
Cash and short-term investments	$ 6,443,694	$ 16,903	$ 1,644,280	$ 8,104,877
Investments	1,411,008	3,195,200	354,901	4,961,109
Receivables:				
Property taxes	341,900	7,331	-	349,231
Excises	113,490	-	-	113,490
Other	4,717	-	-	4,717
Due from other governments	-	-	56,824	56,824
Total Assets	$ 8,314,809	$ 3,219,434	$ 2,056,005	$ 13,590,248
Liabilities				
Warrants payable	$ 400,781	$ -	$ -	$ 400,781
Accrued liabilities	211,039	-	-	211,039
Other liabilities	198,696	3,474	-	202,170
Total Liabilities	810,516	3,474	-	813,990
Deferred Inflows of Resources				
Unavailable revenues	292,861	7,331	-	300,192
Fund Balances				
Nonspendable	-	-	5,000	5,000
Restricted	-	3,208,629	2,267,048	5,475,677
Committed	845,826	-	91,734	937,560
Assigned	1,611,394	-	-	1,611,394
Unassigned	4,754,212	-	(307,777)	4,446,435
Total Fund Balances	7,211,432	3,208,629	2,056,005	12,476,066
Total Liabilities, Deferred Inflows of Resources and Fund Balances	$ 8,314,809	$ 3,219,434	$ 2,056,005	$ 13,590,248

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Reconciliation of Total Governmental Fund Balances
to Net Position of Governmental Activities
in the Statement of Net Position
June 30, 2020

Total governmental fund balances	$	12,476,066
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the governmental funds.		62,065,252
Revenues are reported on the accrual basis of accounting and are not deferred until collection.		281,216
Long-term liabilities, including bonds payable, net OPEB liability, and net pension liability are not payable in the current period and, therefore, are not reported in the governmental funds.		(33,702,248)
Other		(14,531)
Net position of governmental activities	$	41,105,755

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Governmental Funds
Statement of Revenues, Expenditures, and Changes in Fund Balances
For the Year Ended June 30, 2020

	General Fund	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues				
Property taxes	$ 30,472,508	$ 750,946	$ -	$ 31,223,454
Excises	1,627,268	-	-	1,627,268
Penalties, interest and other taxes	76,979	893	-	77,872
Charges for services	334,005	-	1,297,267	1,631,272
Licenses and permits	409,760	-	-	409,760
Intergovernmental	3,803,209	245,551	817,076	4,865,836
Fines and forfeitures	33,849	-	-	33,849
Investment income	158,609	49,014	4,003	211,626
Miscellaneous	51,189	-	196,576	247,765
Total Revenues	36,967,376	1,046,404	2,314,922	40,328,702
Expenditures				
Current:				
General government	1,573,787	35,820	340,482	1,950,089
Public safety	2,882,217	-	111,831	2,994,048
Education	25,375,187	-	896,333	26,271,520
Public works	2,436,005	-	731,913	3,167,918
Health and human services	335,825	-	71,810	407,635
Culture and recreation	611,512	-	150,033	761,545
Employee benefits	2,920,443	-	-	2,920,443
Debt service:				
Principal	549,716	367,977	-	917,693
Interest	70,879	103,027	-	173,906
Intergovernmental	168,077	-	-	168,077
Total Expenditures	36,923,648	506,824	2,302,402	39,732,874
Excess (deficiency) of revenues over expenditures	43,728	539,580	12,520	595,828
Other Financing Sources (Uses)				
Issuance of bonds	-	-	3,375,000	3,375,000
Bond premiums	-	156,974	190,000	346,974
Transfers in	106,148	-	265,017	371,165
Transfers out	(225,000)	-	(106,148)	(331,148)
Total Other Financing Sources (Uses)	(118,852)	156,974	3,723,869	3,761,991
Change in fund balance	(75,124)	696,554	3,736,389	4,357,819
Fund Balance, at Beginning of Year, as reclassified	7,286,556	2,512,075	(1,680,384)	8,118,247
Fund Balance, at End of Year	$ 7,211,432	$ 3,208,629	$ 2,056,005	$ 12,476,066

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Reconciliation of the Statement of Revenues, Expenditures, and Changes
In Fund Balances of Governmental Funds To the Statement of Activities
For the Year Ended June 30, 2020

Net changes in fund balances - total governmental funds	$ 4,357,819
• Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:	
Capital outlay	1,123,774
Depreciation	(2,228,274)
• The issuance of long-term debt (e.g., bonds) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position:	
Issuance of debt	(3,375,000)
Repayments of debt	917,693
• Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures, and Changes in Fund Balances. Therefore, the recognition of revenue for various types of accounts receivable (e.g., property taxes) differ between the two statements. This amount represents the net change in unavailable revenue.	(59,294)
• Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds:	
Change in pension expense from GASB 68	(586,370)
Change in OPEB expense from GASB 75	(465,912)
• Other differences.	(61,170)
Change in net position of governmental activities	$ (376,734)

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Fiduciary Funds
Statement of Fiduciary Net Position
June 30, 2020

	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds	Agency Funds
Assets			
Cash and short-term investments	$ -	$ 303	$ (8,607)
Investments	3,034,544	67,369	-
Accounts receivable	-	-	104,665
Total Assets	3,034,544	67,672	96,058
Liabilities			
Deposits held in escrow	-	-	45,121
Student activity funds	-	-	50,937
Total Liabilities	-	-	$ 96,058
Net Position			
Restricted for OPEB purposes	3,034,544	-	
Restricted for individual organizations and other governments	-	67,672	
Total net position held in trust	$ 3,034,544	$ 67,672	

The accompanying notes are an integral part of these financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Fiduciary Funds
Statement of Changes in Fiduciary Net Position
For the Year Ended June 30, 2020

	Other Post Employment Benefits Trust Fund	Private Purpose Trust Funds
Additions		
Contributions:		
Employers	$ 1,027,697	$ -
Other	-	18,709
Total contributions	1,027,697	18,709
Investment Income:		
Interest	58,867	1,555
Net investment income	58,867	1,555
Total additions	1,086,564	20,264
Deductions		
Benefit payments to plan members, beneficiaries and other systems	727,697	-
Education	-	17,746
Total deductions	727,697	17,746
Net increase	358,867	2,518
Net position restricted for pensions and other purposes		
Beginning of year	2,675,677	65,154
End of year	$ 3,034,544	$ 67,672

The accompanying notes are an integral part of these financial statements.

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Boxford, Massachusetts (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

Reporting Entity

The Town is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the Town and applicable component units for which the Town is considered to be financially accountable. In fiscal year 2020, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

Government-Wide and Fund Financial Statements

Government-Wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-Wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash

flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes and excises.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Town considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the Town. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, certain expenditures such as debt service, claims and judgments, compensated absences, OPEB, and pension are recorded only when payment is due.

The Town reports the following major governmental funds:

- The *General Fund* is the Town's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *Community Preservation Fund* is used to account for revenues and expenditures related to the levy of a property tax surcharge that is authorized by the Community Preservation Act. This fund was established by the Town for the purpose of acquiring open land for conservation, developing affordable housing, and preserving historical property.

The fiduciary fund financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred.

The Town reports the following fiduciary funds:

- The *other post-employment benefit trust fund* is used to accumulate resources for health and life insurance benefits for retired employees.

- The *private-purpose trust fund* is used to account for trust arrangements, other than those properly reported in the pension trust fund or permanent fund, under which principal and investment income exclusively benefit individuals, private organizations, or other governments.
- The *agency funds* account for fiduciary assets held by the Town in a custodial capacity as an agent on behalf of others. Agency funds report only assets and liabilities, and therefore, have no measurement focus.

Cash and Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. Generally, a cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments".

Investments, generally, are presented at fair value. Where applicable, fair values are based on quotations from national securities exchanges, except for certain investments that are required to be presented using the net asset value (NAV). The NAV per share is the amount of net assets attributable to each share of capital stock outstanding at the close of the period investments measured at the NAV for fair value are not subject to level classification.

The Town's investments in the Massachusetts Municipal Depository Trust (MMDT) Cash Portfolio, an external investment pool overseen by the Treasurer of the Commonwealth of Massachusetts. This cash portfolio meets the requirements of GASB Statement No. 79, *Certain External Investment Pools and Pool Participants*, and investments are valued at amortized cost.

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

Investments for the General Fund, Community Preservation Fund and Town Trust Funds consist of bank certificates of deposit, corporate bonds, equity mutual funds, and U.S. Treasury/Agency securities. Investments for the OPEB Trust Fund are in the custody of the Pension Reserves Investment Management Board (PRIM). PRIM acts as trustee for investments

held in the State Retirees Benefits Trust Fund (SRBT), a pooled investment fund created by legislation (Chapter 661 of the Acts of 1983). All investments are carried at fair value except certificates of deposit which are reported at cost.

Property Tax Limitations

Legislation known as "Proposition 2½" limits the amount of revenue that can be derived from property taxes. The prior fiscal year's tax levy limit is used as a base and cannot increase by more than 2.5% (excluding new growth) unless an override or debt exemption is voted. The actual fiscal year 2020 tax levy reflected an excess capacity of $1,435,870. Certain provisions of Proposition 2 ½ can be overridden by a referendum.

Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in the government-wide financial statements. Capital assets are defined by the Town as assets with an initial individual cost that exceeds $5,000, depending on the asset's category, and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Buildings	40
Building improvements	20
Infrastructure	50
Vehicles	6
Office equipment	5
Computer equipment	5

Compensated Absences

It is the Town's policy to permit eligible employees to accumulate earned but unused vacation, sick pay, and retirement benefits. All vested sick, vacation, and retirement pay is accrued when incurred in the government-wide financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

Long-Term Obligations
In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities Statement of Net Position.

Fund Equity
Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance
Generally, fund balance represents the difference between the current assets/deferred outflows and current liabilities/deferred inflows. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned and unassigned.

Net Position
Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on its use either through enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

Use of Estimates
The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements, and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

2. Stewardship, Compliance, and Accountability

Budgetary Information
At the annual town meeting, the Finance Committee presents an operating and capital budget for the proposed expenditures of the fiscal year commencing the following July 1. The budget, as enacted by town meeting, establishes the legal level of control and specifies that certain appropriations are to be funded by particular revenues. The original budget is amended

during the fiscal year at special town meetings as required by changing conditions. In cases of extraordinary or unforeseen expenses, the Finance Committee is empowered to transfer funds from the reserve fund (a contingency appropriation) to a departmental appropriation. "Extraordinary" includes expenses which are not in the usual line, or are great or exceptional. "Unforeseen" includes expenses which are not foreseen as of the time of the annual meeting when appropriations are voted.

Departments are limited to the line items as voted. Certain items may exceed the line item budget as approved if it is for an emergency and for the safety of the general public. These items are limited by the Massachusetts General Laws and must be raised in the next year's tax rate.

Formal budgetary integration is employed as a management control device during the year for the general fund. Effective budgetary control is achieved for all other funds through provisions of the Massachusetts General Laws.

At year-end, appropriation balances lapse, except for certain unexpended capital items and encumbrances which will be honored during the subsequent year.

Deficit Fund Equity

Certain individual funds reflected deficit balances as of June 30, 2020. It is anticipated that the deficits in these funds will be eliminated through future bond proceeds, grant revenues and/or transfers from other funds.

3. Deposits and Investments

Town (Excluding the OPEB Trust Fund)

State statutes (MGL Chapter 44, Section 55) place certain limitation on the nature of deposits and investments available to the Town. Deposits, including demand deposits, money markets, certificates of deposits in any one financial institution, may not exceed 60% of the capital and surplus of such institution unless collateralized by the institution involved. Investments may be made in unconditionally guaranteed U.S. government obligations have maturities of a year or less from the date of purchase, or through repurchase agreements with maturities of no greater than 90 days in which the underlaying securities consists of such obligations. Other allowable investments include certificates of deposits having a maturity date of up to 3 years from the date of purchase, national banks and Massachusetts Municipal Depository Trust (MMDT). MMDT, which is an external investment pool overseen by the Treasurer of the Commonwealth of Massachusetts, meets the criteria established by GASB 79, *Certain External Investment Pools and Pool Participants*, to report its investments at amortized cost, which approximates the net asset value of 1.00 per share. MMDT has a maturity of less than 1 year and in not rated or subject to custodial credit risk disclosure. MGL Chapter 44, Section 54 provides additional investment options for certain special revenue, trust and OPEB funds.

Custodial Credit Risk – Deposits

Custodial credit risk is the risk that in the event of bank failure, the Town's deposits may not be returned. The Town's policy is to minimize custodial credit risk by limiting unsecured bank deposits to no more than 5% of an institution's assets and no more than 10% of the Town's total cash.

As of June 30, 2020, $210,625, of the Town's bank balance of $8,293,012 was exposed to custodial credit risk as uninsured and uncollateralized. $210,625 of the Town's uninsured and uncollateralized amount is on deposit with the Massachusetts Municipal Depository Trust, which is the state investment pool as authorized by Massachusetts General Law, Chapter 29, Section 38A.

Investment Summary

The following is a summary of the Town's investments as of June 30, 2020:

Investment Type	Amount
Certificates of deposit	$ 1,040,656
Corporate bonds	1,699,661
Corporate equities	872,263
Equity mutual funds	284,376
U.S. Treasury and agencies	1,131,522
Total investments	$ 5,028,478

Custodial Credit Risk – Investments

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, the Town will not be able to recover the value of its investment or collateral securities that are in possession of another party. The Town's investment policy also requires that all securities be held in the Town's name and federal tax identification number by a third-party custodian approved by the Treasurer and evidenced by safekeeping receipts showing individual CUSIP numbers for each security. In addition, as of June 30, 2020, all of the Town's investments were held in financial institutions that are members of the Securities Investor Protection Corporation (SIPC).

As of June 30, 2020, $3,987,822 was subject to custodial credit risk exposure because the related securities are uninsured, unregistered, and held by the Town's brokerage firm, which is also the counterparty to these securities as follows:

Investment Type	Amount	Held by Counterparty
Corporate bonds	$ 1,699,661	$ 1,699,661
Corporate equities	872,263	872263
Equity mutual funds	284,376	284376
U.S. Treasury and agencies	1,131,522	1131522
Total	$ 3,987,822	$ 3,987,822

Credit Risk – Investments of Debt Securities
Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligations. The Town's investment policy allows unlimited investment in United States Treasury and Agency obligations, as these investments carry an Aaa rating. All other investments must be in investment grade securities, a high concentration of which must be rated A or above.

As of June 30, 2020, the credit quality ratings, as rated by Moody's Investors Service, Inc./S&P Global Ratings/Fitch Ratings, Inc., of the Town's debt securities are as follows:

		Rating as of Year End		
Investment Type	Amount	AAA	A	BBB
Corporate bonds	$ 1,699,661	$ 141,067	$ 896,451	$ 662,143
U.S. Treasury and agencies	1,131,522	1,131,522	-	-
Total	$ 2,831,183	$ 1,272,589	$ 896,451	$ 662,143

Concentration of Credit Risk - Investments
Concentration of credit risk is the risk of loss attributable to the magnitude of the Town's investment in a single issuer. The Town places no limit on the amount invested in any one issuer. The Town's policy to limit the amount the Town may invest in any one issuer is a diversification concept that prohibits the over-concentration of investments in a specific instrument-type and issuer by limiting investments (other than U.S. treasuries, government agencies, and mutual funds) to no more than 5% of an institution's assets and no more than 10% of the Town's cash.

As of June 30, 2020, the Town does not have investments in any one issuer that exceeded 5% of total investments.

Interest Rate Risk – Investments of Debt Securities
Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town's investment policy includes a diversification concept that prohibits the over-concentration of investment maturities; however, the Town places no limit on the length of maturity from date of purchase for Community Preservation, Stabilization, and Trust funds that are invested in U.S. Treasuries or U.S. Agency obligations that may be sold prior to maturity. As of June 30, 2020, the Town's investments are in compliance with these policies.

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows:

		Investment Maturities (in Years)		
Investment Type	Amount	Less Than 1	1-5	6-10
Corporate bonds	$ 1,699,661	$ 321,215	$ 1,378,446	$ -
U.S. Treasury and agencies	1,131,522	113,285	933,111	85,126
Total	$ 2,831,183	$ 434,500	$ 2,311,557	$ 85,126

Foreign Currency Risk – Investments

Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. The Town's investment policy states that the Town will not invest in any instrument exposed to foreign currency risk.

Fair Value

The Town categorizes its fair value measurements within the fair value hierarchy established by Governmental Accounting Standards Board Statement No. 72 *Fair Value Measurement and Application* (GASB 72).

The hierarchy is based on the valuation inputs used to measure the fair value of the asset and give the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to unobservable inputs (level 3 measurements). The hierarchy categorizes the inputs to valuation techniques used for fair value measurement into three levels as follows:

- Level 1 – inputs that reflect quoted prices (unadjusted) in active markets for identical assets or liabilities that the fund has the ability to access at the measurement date.
- Level 2 – inputs other than quoted prices that are observable for an asset or liability either directly or indirectly, including inputs in markets that are not considered to be active. Because they must often be priced on the basis of transactions involving similar but not identical securities or do not trade with sufficient frequency, certain directly held securities are categorized as level 2.
- Level 3 – unobservable inputs based on the best information available, using assumptions in determining the fair value of investments and derivative instruments.

In instances where inputs used to measure fair value fall into different levels in the fair value hierarchy, fair value measurements in their entirety are categorized based on the lowest level input that is significant to the valuation.

The Town has the following fair value measurements as of June 30, 2020:

		Fair Value Measurements Using:	
Investment Type	Amount	Quoted prices in active markets for identical assets (Level 1)	Significant observable inputs (Level 2)
Investments by fair value level:			
Corporate bonds	$ 1,699,661	$ -	$ 1,699,661
Corporate equities	872,263	872,263	-
Equity mutual funds	284,376	284,376	-
U.S. Treasury and agencies	1,131,522	1,131,522	-
Total	$ 3,987,822		

Equity securities classified in Level 1 are valued using prices quoted in active markets for those securities.

Debt securities classified in Level 2 are valued using either a bid evaluation or a matrix pricing technique. Bid evaluations may include market quotations, yields, maturities, call features, and ratings. Matrix pricing is used to value securities based on the securities relationship to benchmark quote prices. Level 2 debt securities have non-proprietary information that was readily available to market participants, from multiple independent sources, which are known to be actively involved in the market.

4. Investments – OPEB Trust Fund

Generally, the Town's OPEB investment policies mirror that of the Town as discussed in the previous note.

The following is a summary of the OPEB Trust Fund's investments as of June 30, 2020:

Investment Type	Amount
State Retirees Benefits Trust Fund (SRBT)	$ 3,034,544
Total investments	$ 3,034,544

Custodial Credit Risk

As of June 30, 2020, none of the OPEB Trust Fund's total investments were subject to custodial credit risk exposure because the related securities are uninsured, unregistered, and/or held by the OPEB Trust Fund's brokerage firm, which is also the counterparty to these securities as follows:

Investment Type	Amount	Held by Counterparty's Trust or Agent
SRBT	$ 3,034,544	$ 3,034,544
Total	$ 3,034,544	$ 3,034,544

Concentration of Credit Risk

Investments issued or explicitly guaranteed by the U.S. government and investments in mutual funds, external investment pools, and other pooled investments are excluded from concentration of credit disclosure.

As of June 30, 2020, the OPEB Trust Fund had 100% of investments in SRBT.

Fair Value

The OPEB Trust Fund has the following fair value measurements as of June 30, 2020:

Investment Type	Amount	Unfunded Commitments	Redemption Frequency (If currently eligible)	Redemption Notice Period
External investment pools	$ 3,034,544	$ -	Monthly	30 Days

5. Property Taxes and Excises Receivables

Real and personal property taxes are based on market values assessed as of each January 1. By law, all taxable property must be assessed at 100% of fair cash value. Also by law, property taxes must be levied at least 30 days prior to their due date. Once levied, these taxes are recorded as receivables, net of estimated uncollectible balances. Property tax revenues have been recorded using the accrual and modified accrual basis of accounting on the government-wide and fund basis statements accordingly.

The Town bills and collects its property taxes on a quarterly basis following the January 1 assessment. The due dates for those quarterly tax billings are August 1, November 1, February 1, and May 1. Property taxes that remain unpaid after the respective due dates are subject to penalties and interest charges.

Based on the Town's experience, most property taxes are collected during the year in which they are assessed. Liening of properties on which taxes remain unpaid generally occurs annually. The Town ultimately has the right to foreclose on all properties where the taxes remain unpaid.

A statewide property tax limitation known as "Proposition 2 ½" limits the amount of increase in the property tax levy in any fiscal year. Generally, Proposition 2 ½ limits the total levy to an amount not greater than 2 ½% of the total assessed value of all taxable property within the Town. Secondly, the tax levy cannot increase by more than 2 1/2 % of the prior year's levy plus the taxes on property newly added to the tax rolls.

Motor vehicle excise taxes are assessed annually for every motor vehicle and trailer registered in the Commonwealth. The Registry of Motor Vehicles annually calculates the value of all registered motor vehicles for the purpose of excise assessment. The amount of motor vehicle excise tax due is calculated using a fixed rate of $25 per $1,000 of value.

Property taxes and excise receivables at June 30, 2020 consist of the following:

	Gross Amount (fund basis)	Allowance for Doubtful Accounts	Current Portion	Long-Term Portion
Real estate taxes	$ 304,276	$ -	$ 304,276	$ -
Personal property taxes	821	-	821	-
Community preservation act	7,331	-	7,331	-
Tax liens	36,803	-	-	36,803
Total property taxes	$ 349,231	$ -	$ 312,428	$ 36,803
Motor vehicle excise	$ 113,490	$ (18,976)	$ 94,514	
Total excises	$ 113,490	$ (18,976)	$ 94,514	

6. Interfund Fund Accounts

Transfers

The Town reports interfund transfers between various funds. Most transfers result from budgetary or statutory actions, whereby funds are moved to accomplish various expenditure purposes. The following is an analysis of interfund transfers:

Governmental Funds:	Transfers In	Transfers Out
General Fund	$ 106,148	$ 225,000
Nonmajor Funds:		
Special Revenue Funds	40,017	106,148
Capital Project Funds	225,000	-
Subtotal Nonmajor Funds	265,017	106,148
Fiduciary Funds:		
Agency Funds	-	40,017
Subtotal Fiduciary Funds:	-	40,017
Total	$ 371,165	$ 371,165

The transfer out of the general fund to the capital project fund was to pay down a bond anticipation note. The transfers into the general fund are annual transfers from various revolving funds. The Town's other routine transfers include transfers made to move (1) unrestricted revenues or balances that have been collected or accumulated in the general fund to other funds based on budgetary authorization, and (2) revenues from a fund that by statute or budgetary authority must collect them to funds that are required by statute or budgetary authority to expend them.

7. Capital Assets

Capital asset activity for the year ended June 30, 2020 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities				
Capital assets, being depreciated:				
Land improvements	$ 475	$ -	$ -	$ 475
Buildings and building improvements	27,198	61	-	27,259
Machinery, equipment, and vehicles	7,122	529	-	7,651
Infrastructure	40,888	39	-	40,927
Total capital assets, being depreciated	75,683	629	-	76,312
Less accumulated depreciation for:				
Land improvements	(251)	(19)	-	(270)
Buildings and building improvements	(11,481)	(770)	-	(12,251)
Machinery, equipment, and vehicles	(4,467)	(485)	-	(4,952)
Infrastructure	(16,927)	(954)	-	(17,881)
Total accumulated depreciation	(33,126)	(2,228)	-	(35,354)
Total capital assets, being depreciated, net	42,557	(1,599)	-	40,958
Capital assets, not being depreciated:				
Land	20,588	-	-	20,588
Construction in progress	24	495	-	519
Total capital assets, not being depreciated	20,612	495	-	21,107
Governmental activities capital assets, net	$ 63,169	$ (1,104)	$ -	$ 62,065

Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities	
General government	$ 283
Public safety	332
Education	504
Public works	1,003
Human services	2
Culture and recreation	104
Total depreciation expense - governmental activities	$ 2,228

8. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of net position by the Town that is applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets. Deferred outflows of resources related to pensions and OPEB, in accordance with GASB Statements No. 68 and 75, are more fully discussed in the corresponding pension and OPEB notes.

9. Warrants Payable

Warrants payable represent 2020 expenditures paid by July 15, 2020.

10. Notes Payable

The following summarizes activity in notes payable during fiscal year 2020:

Purpose	Balance Beginning of Year	New Issues	Maturities	Balance End of Year
Recreational Fields/Spofford Pond School Roof and Window Replacement	$ 3,525,000	$ -	$ (3,525,000)	$ -
Total	$ 3,525,000	$ -	$ (3,525,000)	$ -

11. Long-Term Debt

Long-Term Debt Supporting Activities

The Town issues general obligation bonds (including direct placements) and direct borrowings to provide funds for the acquisition and construction of major capital facilities. General obligation bonds and direct borrowings currently outstanding are as follows:

Governmental Activities General Obligation Bonds	Original Issue	Serial Maturities Through	Interest Rate(s) %	Amount Outstanding as of 6/30/20
Public Offerings:				
Police station refunding	$ 1,367,000	08/15/20	1.18%	$ 140,000
Town Hall construction refunding	1,955,000	08/15/22	1.36%	590,000
Sawyer/Richardson land refunding	1,393,000	08/15/22	1.38%	445,000
Spofford Pond Road drainage refunding	85,000	08/15/22	1.35%	25,000
Dump truck	205,000	09/15/22	1.24%	60,000
Land acquisition	86,000	10/01/25	1.78%	50,600
Fire station floor drain/tank replacement	102,000	10/01/25	1.79%	60,200
Wood School interior renovations	667,000	10/01/25	1.81%	401,200
Wood School exterior renovations	125,000	10/01/25	1.82%	78,000
Anvil Farm land acquisition	850,000	06/15/26	3.90%	270,000
Haynes land acquisition	1,900,000	06/15/27	3.94%	700,000
Lincoln Hall building renovations	675,000	06/15/27	3.93%	245,000
School remodeling	355,000	09/15/27	1.60%	180,000
Land acquisition	190,000	09/15/27	1.55%	85,000
Fire truck	430,000	09/15/27	1.70%	255,000
Water treatment plant	400,000	09/15/27	1.70%	230,000
Cummings House historic restoration	245,350	08/01/24	1.25%	245,350
Recreational fields	1,050,000	08/01/30	1.56%	1,050,000
Spofford Pond roof and windows	2,079,650	08/01/37	1.96%	2,079,650
Total public offerings				7,190,000
Total general obligation bonds				7,190,000
Loans - Direct Borrowings				
Title V MWPAT - Loan 2	$ 48,524	02/01/21	0.00%	$ 2,748
Total loans - direct borrowings				2,748
Total governmental activities				$ 7,192,748

Future Debt Service

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2020 are as follows:

	Bonds - Public Offerings		Loans - Direct Borrowings	
Governmental	Principal	Interest	Principal	Interest
2021	$ 1,175,000	$ 251,628	$ 2,748	$ -
2022	1,025,000	196,920	-	-
2023	955,000	163,885	-	-
2024	645,000	136,765	-	-
2025	635,000	112,255	-	-
2026 - 2030	1,785,000	267,500	-	-
2030 - 2035	625,000	69,270	-	-
Thereafter	345,000	11,644	-	-
Total	$ 7,190,000	$ 1,209,867	$ 2,748	$ -

The following governmental funds have been designated as the sources to repay the governmental-type general obligation long-term debt outstanding as of June 30, 2020:

General fund	$ 4,674,748
Community preservation fund	2,518,000
Total	$ 7,192,748

Changes in General Long-Term Liabilities

During the year ended June 30, 2020, the following changes occurred in long-term liabilities (in thousands):

	Beginning Balance	Additions	Reductions	Ending Balance	Less Current Portion	Equals Long-Term Portion
Governmental Activities						
Bonds payable:						
Public offerings	$ 4,730	$ 3,375	$ (915)	$ 7,190	$ (1,175)	$ 6,015
Loans payable (direct borrowings)	5	-	(2)	3	(3)	-
Subtotal	4,735	3,375	(917)	7,193	(1,178)	6,015
Net pension liability	16,042	-	(332)	15,710	-	15,710
Net OPEB liability	10,678	596	-	11,274	-	11,274
Compensated absences	796	117	-	913	(91)	822
Landfill liability	816	-	(52)	764	(57)	707
Total	$ 33,067	$ 4,088	$ (1,301)	$ 35,854	$ (1,326)	$ 34,528

Long-Term Debt Supporting Governmental Activities
Bonds and loans issued by the Town for various municipal projects are approved by Town Meeting and repaid with revenues recorded in the general and community preservation funds. All other long-term debt is repaid from the funds that the cost relates to, primarily the general fund.

12. Landfill Postclosure Care Costs

State and Federal laws and regulations require the Town to perform certain maintenance and monitoring functions at the landfill site for thirty years after closure.

The $764,074 reported as landfill postclosure care liability at June 30, 2020 represents the remaining estimated postclosure maintenance costs. These amounts are based on what it would cost to perform all postclosure care in 2020. Actual cost may be higher due to inflation, changes in technology, or changes in regulations.

13. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net position by the Town that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities. Deferred inflows of resources related to pension and OPEB will be recognized as expense in future years and is more fully described in the corresponding pension and OPEB notes. *Unavailable revenues* are reported in the governmental funds balance sheet in connection with receivables for which revenues are not considered available to liquidate liabilities of the current year.

14. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The Town has implemented *GASB Statement No. 54 (GASB 54), Fund Balance Reporting and Governmental Fund Type Definitions*, which enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions.

The following types of fund balances are reported as of June 30, 2020:

Nonspendable
Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance includes nonmajor governmental fund reserves for the principal portion of permanent funds.

Restricted

Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws and regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes Community Preservation funds, various special revenue and expendable trust funds, capital projects funded by borrowing and state grants, and the income portion of permanent funds.

Committed

Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest decision-making authority. This fund balance classification includes general fund encumbrances for non-lapsing special article appropriations approved at Town Meeting and capital project and expendable trust funds funded by general fund appropriations.

Assigned

Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period, the remaining balance of premiums received on the issuance of excluded debt, and general fund surplus fund balance that has been appropriated as a funding source for the subsequent fiscal period.

Unassigned

Represents amounts that are available to spend in future periods, general stabilization fund and deficit funds.

Following is a breakdown of the Town's fund balance as of June 30, 2020:

	General Fund	Community Preservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable				
Nonexpendable permanent funds	$ -	$ -	$ 5,000	$ 5,000
Total Nonspendable	-	-	5,000	5,000
Restricted				
Community preservation funds	-	3,208,629	-	3,208,629
Special revenue funds	-	-	1,535,719	1,535,719
Capital projects funded by borrowing	-	-	720,800	720,800
Expendable permanent funds	-	-	10,529	10,529
Total Restricted	-	3,208,629	2,267,048	5,475,677
Committed				
Unemployment Fund				
Insurance Fund	-	-	38,901	38,901
Article carryforwards:	-	-	52,833	52,833
General government	245,407	-	-	245,407
Public safety	243,202	-	-	243,202
Education	104,230	-	-	104,230
Public works	250,987	-	-	250,987
Health and human services	2,000	-	-	2,000
Total Committed	845,826	-	91,734	937,560
Assigned				
Encumbrances:				
General government	135,832	-	-	135,832
Public safety	17,919	-	-	17,919
Education	152,124	-	-	152,124
Public works	20,702	-	-	20,702
Health and human services	2,553	-	-	2,553
Employee benefits	15,761	-	-	15,761
Next year's expenditures:				
Operating	157,150	-	-	157,150
Capital	1,018,000	-	-	1,018,000
Other	65,000	-	-	65,000
Debt service	26,353	-	-	26,353
Total Assigned	1,611,394	-	-	1,611,394
Unassigned				
General fund	3,354,299	-	-	3,354,299
General stabilization fund	1,399,913	-	-	1,399,913
Special revenue fund deficits	-	-	(2,200)	(2,200)
Capital project fund deficits	-	-	(305,577)	(305,577)
Total Unassigned	4,754,212	-	(307,777)	4,446,435
Total Fund Balances	$ 7,211,432	$ 3,208,629	$ 2,056,005	$ 12,476,066

15. Essex Regional Retirement System

The Town follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – An Amendment of GASB Statement No. 27,* with respect to the employees' retirement funds.

Plan Description

Substantially all employees of the Town (except teachers and administrators under contract employed by the School Department) are members of the Essex Regional Retirement System (the System), a cost-sharing, multiple-employer, public employee retirement system (PERS). Eligible employees must participate in the System. The pension plan provides pension benefits, deferred allowances, and death and disability benefits. Chapter 32 of the Massachusetts General Laws establishes the authority of the System, contribution percentages, and benefits paid. The System Retirement Board does not have the authority to amend benefit provisions Additional information is disclosed in the System's annual financial reports, which are publicly available at the System's administrative offices at 491 Maple Street, Suite 202, Danvers, Massachusetts 01923-4025. Reports are also available on the System's website at www.essexregional.com.

Participants Contributions

Participants contribute a set percentage of their gross regular compensation annually. Employee contribution percentages are specified in Chapter 32 of the Massachusetts General Laws. The employee's individual contribution percentage is determined by their date of entry into the System. In addition, all employees hired after January 1, 1979 contribute an additional 2% on all gross regular compensation over the rate of $30,000 per year. The percentages are as follows:

Before January 1, 1975	5%
January 1, 1975 - December 31, 1983	7%
January 1, 1984 - June 30, 1996	8%
Beginning July 1, 1996	9%

For those members entering a Massachusetts System on or after April 2, 2012 in Group 1, the contribution rate will be reduced to 6% when at least 30 years of creditable service has been attained.

Participant Retirement Benefits

A retirement allowance consists of two parts: an annuity and a pension. A member's accumulated total deductions and a portion of the interest they generate constitute the annuity. The difference between the total retirement allowance and the annuity is the pension. The average retirement benefit is approximately 80-85% pension and 15-20% annuity.

The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest 3-year average annual rate of regular compensation for those hired prior

to April 2, 2012 and the highest 5-year average annual rate of regular compensation for those first becoming members of the Massachusetts System on or after that date. However, per Chapter 176 of the Acts of 2011, for members who retire on or after April 2, 2012, if in the 5 years of creditable service immediately preceding retirement, the difference in the annual rate of regular compensation between any 2 consecutive years exceeds 100 percent, the normal yearly amount of the retirement allowance shall be based on the average annual rate of regular compensation received by the member during the period of 5 consecutive years preceding retirement. Benefit payments are based upon a member's age, length of creditable service, level of compensation and group classification.

There are four classes of membership in the retirement system, but one of these classes, Group 3, is made up exclusively of the Massachusetts State Police. The other three classes are as follows:

- Group 1 – General employees, including clerical, administrative, technical, and all other employees not otherwise classified.
- Group 2 – Certain specified hazardous duty positions.
- Group 4 – Police officers, firefighters, and other specified hazardous positions.

A retirement allowance may be received at any age, upon attaining 20 years of service. The plan also provides for retirement at age 55 if the participant was a member prior to January 1, 1978, with no minimum vesting requirements. If the participant was a member on or after January 1, 1978 and a member of Groups 1 or 2, then a retirement allowance may be received if the participant (1) has at least 10 years of creditable service, (2) is age 55, (3) voluntarily left Town employment on or after that date, and (4) left accumulated annuity deductions in the fund. Members of Group 4 have no minimum vesting requirements, however, must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

A participant who became a member on or after April 2, 2012 is eligible for a retirement allowance upon 10 years creditable service and reaching ages 60 or 55 for Groups 1 and 2, respectively. Participants in Group 4 must be at least age 55. Groups 2 and 4 require that participants perform the duties of the Group position for at least 12 months immediately prior to retirement.

Methods of Payment

A member may elect to receive his or her retirement allowance in one of three forms of payment as follows:

- Option A – Total annual allowance, payable in monthly installments, commencing at retirement and terminating at the members death.

- Option B – A reduced annual allowance, payable in monthly installments, commencing at retirement and terminating at the death of the member, provided however, that if the total amount of the annuity portion received by the member is less than the amount of his or her accumulated deductions, including interest, the difference or balance of his accumulated deductions will be paid in a lump sum to the retiree's beneficiary or beneficiaries of choice.
- Option C – A reduced annual allowance, payable in monthly installments, commencing at retirement. At the death of the retired employee, 2/3 of the allowance is payable to the member's designated beneficiary (who may be the spouse, or former spouse who has not remarried, child, parent, sister, or brother of the employee) for the life of the beneficiary. For members who retired on or after January 12, 1988, if the beneficiary pre-deceases the retiree, the benefit payable increases (or "pops up" to Option A) based on the factor used to determine the Option C benefit at retirement. For members who retired prior to January 12, 1988, if the System has accepted Section 288 of Chapter 194 of the Acts of 1998 and the beneficiary pre-deceases the retiree, the benefit payable "pops up" to Option A in the same fashion. The Option C became available to accidental disability retirees on November 7, 1996.

Participant Refunds
Employees who resign from service and who are not eligible to receive a retirement allowance are entitled to request a refund of their accumulated total deductions. Members voluntarily withdrawing with at least 10 years of service or involuntarily withdrawing, receive 100% of the regular interest that has accrued on those accumulated total deductions. Members voluntarily withdrawing with less than 10 years of service get credited interest each year at a rate of 3%.

Employer Contributions
Employers are required to contribute at actuarially determined rates as accepted by the Public Employee Retirement Administration Commission (PERAC).

The Town's contribution to the System for the year ended June 30, 2020 was $1,339,233, which was equal to its annual required contribution.

Summary of Significant Accounting Policies
For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions and pension expense, information about the fiduciary net position of the System, and additions to/deductions from the System's fiduciary net position have been determined on the same basis as they are reported by the System. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred (Inflows) of Resources Related to Pensions

At June 30, 2020, the Town reported a liability of $15,710,208 for its proportionate share of the System's total net pension liability. The net pension liability was measured as of December 31, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of January 1, 2020. The Town's proportion of the net pension liability was based on an actuarially determined projection of the Town's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers. At December 31, 2020, the Town's proportion was 3.729%.

For the year ended June 30, 2020, the Town recognized total pension expense of $1,927,043. In addition, the Town reported deferred outflows of resources and deferred (inflows) of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred (Inflows) of Resources
Differences between expected and actual experience	$ 2,156	$ (74,661)
Changes of assumptions	1,570,196	-
Net difference between projected and actual earnings on pension plan investments	-	(585,751)
Changes in proportion and differences between employer contributions and proportionate share of contributions	280,985	(243,643)
Total	$ 1,853,337	$ (904,055)

Amounts reported as deferred outflows of resources and deferred (inflows) of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2021	$ 374,805
2022	293,583
2023	347,529
2024	(66,635)
Total	$ 949,282

Actuarial Assumptions

The total pension liability was determined by an actuarial valuation as of January 1, 2020, using the following actuarial assumptions, applied to all periods included in the measurement that was updated to a measurement date of December 31, 2019:

COLA	2% of the first $14,000 for fiscal 2021 and 3% of the first $14,000 thereafter
Salary increases	Based on years of service, ranging from 7.5% at 0 years of service decreasing to 3.75% after 5 years of service
Investment rate of return	7.30%, previously 7.50%
Remaining amortization period	Till fiscal 2035

Mortality rates were based on the RP-2000 mortality table (sex-distinct, healthy employees for actives and healthy annuitants for retirees) projected with scale BB and Generational Mortality. For members retired under an Accidental Disability (job-related), 40% of deaths are assumed to be from the same cause as the disability. Disabled mortality is the healthy retiree table ages set forward 2 years.

Target Allocations

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage adjusted by a 2.75% inflation assumption. Best estimates of arithmetic real rates of return are summarized in the following table:

Asset Class	Target Asset Allocation	Long-term Expected Real Rate of Return Geometric Average
Domestic equity	21.00%	6.15%
International developed markets equity	13.00%	6.78%
International emerging markets equity	5.00%	8.65%
Core fixed income	15.00%	1.11%
High-yield fixed income	8.00%	3.51%
Real estate	10.00%	4.33%
Commodities	4.00%	4.13%
Hedge fund, GTAA, risk parity	11.00%	3.19%
Private equity	13.00%	9.99%
Total	100.00%	

Discount Rate

The discount rate used to measure the total pension liability was 7.3%. The projection of cash flows used to determine the discount rate assumed plan member contributions at the current contribution rate and employer contributions at rates equal to the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current active and inactive plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the Town's proportionate share of the net pension liability calculated using the discount rate of 7.3%, as well as what the Town's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current rate:

1% Decrease (6.3%)	Current Discount Rate (7.3%)	1% Increase (8.3%)
$ 19,756,552	$ 15,710,208	$ 12,309,003

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued System financial report.

16. Massachusetts Teachers' Retirement System (MTRS)

Plan Description

The Massachusetts Teachers' Retirement System (MTRS) is a public employee retirement system (PERS) that administers a cost-sharing, multi-employer, defined benefit plan, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans*. MTRS is managed by the Commonwealth on behalf of municipal teachers and municipal teacher retirees. The Commonwealth is a nonemployer contributor and is responsible for all contributions and future benefit requirements of the MTRS. The MTRS covers certified teachers in cities (except Boston), towns, regional school districts, charter schools, educational collaboratives, and Quincy College. The MTRS is part of the Commonwealth's reporting entity and does not issue a stand-alone audited financial report.

Management of MTRS is vested in the Massachusetts Teachers' Retirement Board (MTRB), which consists of seven members—two elected by the MTRS members, one who is chosen by the six other MTRB members, the State Treasurer (or their designee), the State Auditor (or

their designee), a member appointed by the Governor, and the Commissioner of Education (or their designee), who serves ex-officio as the Chairman of the MTRB.

Benefits Provided

MTRS provides retirement, disability, survivor, and death benefits to members and their beneficiaries. Massachusetts General Laws (MGL) establish uniform benefit and contribution requirements for all contributory PERS. These requirements provide for superannuation retirement allowance benefits up to a maximum of 80% of a member's highest 3-year average annual rate of regular compensation. For employees hired after April 1, 2012, retirement allowances are calculated on the basis of the last 5 years or any 5 consecutive years, whichever is greater in terms of compensation. Benefit payments are based upon a member's age, length of creditable service, and group creditable service and group classification. The authority for amending these provisions rests with the Legislature.

Members become vested after 10 years of creditable service. A superannuation retirement allowance may be received upon the completion of 20 years of creditable service or upon reaching the age of 55 with 10 years of service. Normal retirement for most employees occurs at age 65. Most employees who joined the system after April 1, 2012 cannot retire prior to age 60.

The MTRS' funding policies have been established by Chapter 32 of the MGL. The Legislature has the authority to amend these policies. The annuity portion of the MTRS retirement allowance is funded by employees who contribute a percentage of their regular compensation. Costs of administering the plan are funded out of plan assets.

Contributions

Member contributions for MTRS vary depending on the most recent date of membership:

Membership Date	% of Compensation
Prior to 1975	5% of regular compensation
1975 - 1983	7% of regular compensation
1984 to 6/30/1996	8% of regular compensation
7/1/1996 to present	9% of regular compensation
7/1/2001 to present	11% of regular compensation (for teachers hired after 7/1/01 and those accepting provisions of Chapter 114 of the Acts of 2000)
1979 to present	An additional 2% of regular compensation in excess of $30,000

Actuarial Assumptions

The total pension liability for the June 30, 2019 measurement date was determined by an actuarial valuation as of January 1, 2019 rolled forward to June 30, 2019. This valuation used the following assumptions:

- (a) 7.25% investment rate of return, (b) 3.50% interest rate credited to the annuity savings fund and (c) 3.00% cost of living increase on the first $13,000 per year.

- Salary increases are based on analyses of past experience but range from 4.00% to 7.50% depending on length of service.
- Experience study is dated July 21, 2014 and encompasses the period January 1, 2006 to December 31, 2011, updated to reflect post-retirement mortality through January 1, 2017.
- Mortality rates were as follows:
  - Pre-retirement – reflects RP-2014 White Collar Employees Table projected generationally with Scale MP-2016 (gender distinct).
  - Post-retirement – reflects RP-2014 White Collar Healthy Annuitant Table projected generationally with Scale MP-2016 (gender district).
  - Disability – assumed to be in accordance with the RP-2014 White Collar Healthy Annuitant table projected generationally with Scale MP-2016 (gender distinct).

Target Allocation

Investment assets of the MTRS are with the Pension Reserves Investment Trust (PRIT) Fund. The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future rates of return are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future rates of return by the target asset allocation percentage. Best estimates of geometric rates of return for each major asset class included in the PRIT Fund's target asset allocation as of June 30, 2019 are summarized in the following table:

Asset Class	Target Allocation	Long-Term Expected Real Rate of Return
Global equity	39.00%	4.90%
Portfolio completion strategies	11.00%	3.90%
Core fixed income	15.00%	1.30%
Private equity	13.00%	8.20%
Real estate	10.00%	3.60%
Value added fixed income	8.00%	4.70%
Timber/natural resources	4.00%	4.10%
Total	100.00%	

Discount Rate

The discount rate used to measure the total pension liability was 7.25%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rates and the Commonwealth's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rates. Based on those assumptions, the net position was projected to be available to make all

projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity Analysis

The following illustrates the sensitivity of the collective net pension liability to changes in the discount rate. In particular, the table presents the MTRS collective net pension liability assuming it was calculated using a single discount rate that is one-percentage-point lower or one-percentage-point higher than the current discount rate (amounts in thousands):

1% Decrease to 6.25%	Current Discount Rate 7.25%	1% Increase to 8.25%
$ 31,232,100	$ 25,214,020	$ 20,062,500

Special Funding Situation

The Commonwealth is a nonemployer contributor and is required by statute to make all actuarial determined employer contributions on behalf of the member employers. Therefore, these employers are considered to be in a special funding situation as defined by GASB Statement No. 68, *Accounting and Financial Reporting for Pensions (GASB 68)* and the Commonwealth is a nonemployer contributing entity in MTRS. Since the employers do not contribute directly to MTRS, there is no net pension liability to recognize for each employer.

Town Proportions

In fiscal year 2019 (the most recent measurement period), the Town's proportionate share of the MTRS' collective net pension liability was $23,029,746 based on a proportionate share of 0.091337%. As required by GASB 68, the Town has recognized its portion of the Commonwealth's contribution of $1,318,642 as both a revenue and expenditure in the general fund, and its portion of the collective pension expense of $2,792,756 as both a revenue and expense in the governmental activities.

17. Other Post-Employment Benefits (GASB 74 and GASB 75)

GASB Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans (OPEB)*, replaces the requirements of *Statement No. 43, Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*. This applies if a trust fund has been established to fund future OPEB costs. In fiscal year 2012, the Town established a single employer defined benefit OPEB Trust Fund to provide funding for future employee health care costs. The OPEB Trust Fund does not issue a stand-alone financial report.

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaces the requirements of *Statement No. 45, Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. The Statement

establishes standards for recognizing and measuring liabilities, deferred outflows of resources, deferred inflows of resources, and expense/expenditures. This Statement identifies the methods and assumptions that are required to be used to project benefit payments, discounted projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

All the following OPEB disclosures are based on a measurement date of June 30, 2020.

General Information about the OPEB Plan

Plan Description

The Town provides post-employment healthcare benefits for retired employees through the Town's plan. The Town provides health insurance coverage through BlueCross BlueShield. The benefits, benefit levels, employee contributions, and employer contributions are governed by Chapter 32 of the Massachusetts General Laws.

Benefits Provided

The Town provides medical and prescription drug insurance to retirees and their covered dependents. All active employees who retire from the Town and meet the eligibility criteria will receive these benefits.

Funding Policy

The Town's funding policy includes financing the implicit subsidy on a pay-as-you-go basis, as required by statute. Additional contributions are based on annual budget limitations/authorizations.

Plan Membership

At June 30, 2020, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	146
Active employees	181
Total	327

Investments

The OPEB trust fund assets consist of investments held in SRBT.

Rate of return. For the year ended June 30, 2020, the annual money-weighted rate of return on investments, net of investment expense, was 2.03%. The money-weighted rate of return expresses investment performance, net of investment expense, adjusted for the changing amounts actually invested.

Actuarial Assumptions and Other Inputs

The net OPEB liability was determined by an actuarial valuation as of July 1, 2019, using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Inflation	2.50%
Salary increases	3%, average, including inflation
Investment rate of return	7.01%, net of OPEB plan investment expense
Municipal bond rate	2.66%
Discount rate	7%
Healthcare cost trend rates	4.5% for 2020, fluctuating 0% to an ultimate rate of 4.5% in future years
Participation rate	80% of employees eligible to receive retirement benefits would enroll in the retiree medical plans upon retirement

Mortality rates were based on RP-2000 Employees Mortality Table projected generationally with scale BB and a base year 2009 for males and females.

The actuarial assumptions used in the valuation were based on the results of an actuarial experience study published in 2014 and their most recent analysis of retiree mortality during 2015 and 2016.

Target Allocations

The long-term expected rate of return on OPEB plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the target asset allocation as of June 30, 2020 are summarized in the following table.

Asset Class	Target Asset Allocation	Long-term Expected Real Rate of Return
Domestic Equity - Large Cap	14.50%	4.80%
Domestic Equity - Small/Mid Cap	3.50%	5.29%
International Equity - Developed Market	16.00%	5.45%
International Equity - Emerging Market	6.00%	6.42%
Domestic Fixed Income	20.00%	2.05%
International Fixed Income	3.00%	3.00%
Alternatives	23.00%	6.50%
Real Estate	14.00%	6.25%
Cash and Cash Equivalents	0.00%	0.00%
Total	100.00%	

Contributions
In addition to the implicit subsidy contribution, the Town's policy is to contribute the amounts provided annually by the budget.

Discount Rate
The discount rate used to measure the net OPEB liability was 7%. The projection of cash flows used to determine the discount rate assumed that contributions from plan members will be made at the current contribution rate.

Based on those assumptions, the OPEB plan fiduciary net position was projected to be available to make all projected future benefit payments of current plan members.

Net OPEB Liability
The components of the net OPEB liability, measured as of June 30, 2020, were as follows:

Total OPEB liability	$ 14,308,230
Plan fiduciary net position	3,034,544
Net OPEB liability	$ 11,273,686
Plan fiduciary net position as a percentage of the total OPEB liability	21.21%

The fiduciary net position has been determined on the same basis used by the OPEB Plan. For this purpose, the Plan recognizes benefit payments when due and payable.

Changes in the Net OPEB Liability

The following summarizes the changes in the net OPEB liability for the past year:

	Increase (Decrease)		
	Total OPEB Liability (a)	Plan Fiduciary Net Position (b)	Net OPEB Liability (a) - (b)
Balances, beginning of year	$ 13,354,141	$ 2,675,677	$ 10,678,464
Changes for the year:			
Service cost	286,453	-	286,453
Interest	929,803	-	929,803
Contributions - employer	-	1,027,697	(1,027,697)
Net investment income	-	58,867	(58,867)
Differences between expected and actual experience	(442,134)	-	(442,134)
Changes in assumptions	907,664	-	907,664
Benefit payments	(727,697)	(727,697)	-
Net Changes	954,089	358,867	595,222
Balances, end of year	$ 14,308,230	$ 3,034,544	$ 11,273,686

Sensitivity of the Net OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

1% Decrease (6%)	Current Discount Rate (7%)	1% Increase (8%)
$ 12,984,026	$ 11,273,686	$ 9,563,346

Sensitivity of the Net OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it as calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

1% Decrease (6.5%)	Current Healthcare Cost Trend Rates (4.5%)	1% Increase (5.5%)
$ 9,673,261	$ 11,273,686	$ 13,201,261

OPEB Expense and Deferred Outflows of Resources and Deferred (Inflows) of Resources Related to OPEB

For the year ended June 30, 2020, the Town recognized an OPEB expense of $465,912. At June 30, 2020, the Town reported deferred outflows and (inflows) of resources related to OPEB from the following sources:

	Deferred Outflows of Resources	Deferred (Inflows) of Resources
Difference between expected and actual experience	$ 741,694	$ (355,611)
Change in assumptions	730,039	-
Net difference between projected and actual OPEB investment earnings	86,730	-
Total	$ 1,558,463	$ (355,611)

Amounts reported as deferred outflows and (inflows) of resources related to OPEB will be recognized in OPEB expense as follows:

Year Ended June 30:	
2021	$ 475,255
2022	475,257
2023	123,411
2024	118,909
2025	10,020
Total	$ 1,202,852

18. Subsequent Events

Management has evaluated subsequent events through December 10, 2020, which is the date the financial statements were available to be issued.

19. Commitments and Contingencies

COVID-19

The COVID-19 outbreak in the United States (and across the globe) has resulted in economic uncertainties. There is considerable uncertainty around the duration and scope of the economic disruption. The extent of the impact of COVID-19 on our operational and financial performance will depend on certain developments, including the duration and spread of the outbreak, impact on individuals served by the Town, employees, and vendors, all of which are

uncertain and cannot be predicted. At this point, the extent to which COVID-19 may impact our financial condition or results of operations is uncertain.

Outstanding Legal Issues

On an ongoing basis, there are typically pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of these issues would not materially affect its financial statements taken as a whole.

Grants

Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

Encumbrances

At year-end the Town's general fund has $344,891 in encumbrances that will be honored in the next fiscal year.

20. Beginning Net Position Reclassification

The beginning (July 1, 2019) net position of the Town has been reclassified as follows:

Fund Basis Financial Statements:

	Boxford Common Fields Fund	Spofford Pond School Roof Fund	Nonmajor Governmental Funds
As previously reported	$ (1,078,829)	$ (2,122,106)	$ 1,520,551
Change in major funds	1,078,829	2,122,106	(3,200,935)
As reclassified	$ -	$ -	$ (1,680,384)

21. New Pronouncements

The Governmental Accounting Standards Board (GASB) has issued Statement No. 84, *Fiduciary Activities,* effective for the Town beginning with its fiscal year ending June 30, 2021. This statement establishes guidance on how to address the categorization of fiduciary activities for financial reporting and how fiduciary activities are to be reported, and may require reclassification of certain funds.

The Governmental Accounting Standards Board (GASB) has issued Statement No. 87, *Leases,* effective for the Town beginning with its fiscal year ending June 30, 2022. This statement establishes new reporting and disclosure requirements, including the recording of various operating leases in the financial statements.

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplemental Information
General Fund
Schedule of Revenues and Other Sources, and Expenditures and Other Uses – Budget and Actual
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original Budget	Final Budget		
Revenues				
Property taxes	$ 30,464,868	$ 30,464,868	$ 30,472,508	$ 7,640
Excises	1,630,000	1,630,000	1,627,268	(2,732)
Interest, penalties, and other taxes	53,300	53,300	76,979	23,679
Charges for services	260,000	260,000	334,005	74,005
Licenses and permits	370,000	370,000	409,760	39,760
Intergovernmental	2,465,738	2,465,738	2,484,567	18,829
Fines and forfeitures	25,000	25,000	33,849	8,849
Investment income	150,000	150,000	129,188	(20,812)
Miscellaneous	31,174	31,174	51,189	20,015
Total Revenues	35,450,080	35,450,080	35,619,313	169,233
Expenditures				
General government	1,797,018	1,797,018	1,682,172	114,846
Public safety	2,910,843	2,910,843	2,902,841	8,002
Education	24,229,726	24,229,726	24,207,036	22,690
Public works	2,655,500	2,655,500	2,542,195	113,305
Health and human services	352,086	352,086	338,378	13,708
Culture and recreation	640,070	640,070	617,512	22,558
Employee benefits	2,854,815	2,854,815	2,636,206	218,609
Debt service	781,041	781,041	767,314	13,727
Intergovernmental	162,029	162,029	168,077	(6,048)
Total Expenditures	36,383,128	36,383,128	35,861,731	521,397
Excess (deficiency) of revenues over expenditures	(933,048)	(933,048)	(242,418)	690,630
Other Financing Sources/Uses				
Transfers in	5,940	5,940	27,867	21,927
Transfers out	(300,000)	(300,000)	(300,000)	-
Use of free cash:				
Capital budget	1,227,108	1,227,108	1,227,108	-
Total Other Financing Sources/Uses	933,048	933,048	954,975	21,927
Excess (deficiency) of revenues and other sources over expenditures and other uses	$ -	$ -	$ 712,557	$ 712,557

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplemental Information
Community Preservation Fund
Schedule of Revenues and Other Sources, and Expenditures and Other Uses – Budget and Actual
For the Year Ended June 30, 2020

	Budgeted Amounts		Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original Budget	Final Budget		
Revenues				
Property taxes	$ 744,711	$ 744,711	$ 751,839	$ 7,128
Intergovernmental	191,000	191,000	245,551	54,551
Investment income	-	-	79,032	79,032
Total Revenues	935,711	935,711	1,076,422	140,711
Expenditures				
General government	289,745	289,745	267,928	21,817
Debt service	469,956	469,956	469,956	-
Total Expenditures	759,701	759,701	737,884	21,817
Excess (deficiency) of revenues over expenditures	176,010	176,010	338,538	162,528
Other Financing Sources/Uses				
Use of surplus	235,000	235,000	235,000	-
Other sources	-	-	156,974	156,974
Reservations:				
Historic Resources	(32,263)	(32,263)	(32,263)	-
Community Housing	(93,571)	(93,571)	(93,571)	-
Budget reserve	(236,294)	(236,294)	(236,294)	-
Other use(s)	(48,882)	(48,882)	(48,882)	-
Total Other Financing Sources/Uses	(176,010)	(176,010)	(19,036)	156,974
Excess (deficiency) of revenues and other sources over expenditures and other uses	$ -	$ -	$ 319,502	$ 319,502

Notes to the Required Supplemental Information for General Fund and Community Presentation Fund Budgets

Budgetary Basis

The general fund final appropriation appearing on the previous page represents the final amended budget after all reserve fund transfers and supplemental appropriations.

Budget/GAAP Reconciliation

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

General Fund	Revenues	Expenditures	Other Financing Sources/Uses
GAAP basis	$ 36,967,376	$ 36,923,648	$ (118,852)
Reverse beginning of year appropriation carryforwards from expenditures	-	(780,714)	-
Add end of year appropriation carryforwards to expenditures	-	1,190,720	-
Record budgeted use of free cash	-	-	1,227,108
Reverse effect of non-budgeted State contributions for teachers' retirement	(1,318,642)	(1,318,642)	-
Reverse effects of combining general fund and stabilization fund (GASB54)	(29,421)	-	-
Reverse effect of other non-budgeted activity	-	(153,281)	(153,281)
Budgetary basis	$ 35,619,313	$ 35,861,731	$ 954,975

(continued)

(continued)

Community Preservation Fund	Revenues	Expenditures	Other Financing Sources/Uses
GAAP basis	$ 1,046,404	$ 506,824	$ 156,974
Add end of year appropriation carryforwards to expenditures	-	231,060	-
Record budgeted use of surplus	-	-	235,000
Record budgeted reserves	-	-	(411,010)
Other timing differences	30,018	-	-
Budgetary basis	$ 1,076,422	$ 737,884	$ (19,036)

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
Schedule of Proportionate Share of the Net Pension Liability
(Unaudited)

Essex Regional Retirement System

Fiscal Year	Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position Percentage of the Total Pension Liability
June 30, 2020	December 31, 2019	3.729%	$15,710,208	$ 5,832,314	269.36%	55.46%
June 30, 2019	December 31, 2018	3.797%	$16,041,666	$ 4,930,080	325.38%	51.89%
June 30, 2018	December 31, 2017	3.692%	$13,895,133	$ 4,727,147	293.94%	55.40%
June 30, 2017	December 31, 2016	3.658%	$14,092,733	$ 4,787,031	294.39%	51.12%
June 30, 2016	December 31, 2015	3.663%	$13,307,669	$ 5,080,198	261.95%	51.01%
June 30, 2015	December 31, 2014	3.652%	$12,389,026	$ 4,880,552	253.84%	52.27%

Massachusetts Teachers' Retirement System

Fiscal Year	Measurement Date	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Commonwealth of Massachusetts' Total Proportionate Share of the Net Pension Liability Associated with the Town	Total Net Pension Liability Associated with the Town	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position Percentage of the Total Pension Liability
June 30, 2020	June 30, 2019	0.091337%	$ -	$ 23,029,746	$ 23,029,746	$ 6,646,729	-	53.95%
June 30, 2019	June 30, 2018	0.092036%	$ -	$ 21,822,869	$ 21,822,869	$ 6,463,565	-	54.84%
June 30, 2018	June 30, 2017	0.093014%	$ -	$ 21,286,632	$ 21,286,632	$ 6,316,086	-	54.25%
June 30, 2017	June 30, 2016	0.095524%	$ -	$ 21,357,123	$ 21,357,123	$ 6,283,239	-	51.12%
June 30, 2016	June 30, 2015	0.094803%	$ -	$ 19,424,725	$ 19,424,725	$ 6,009,456	-	55.38%
June 30, 2015	June 30, 2014	0.092382%	$ -	$ 14,685,326	$ 14,685,326	$ 5,664,397	-	61.64%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
Schedule of Pension Contributions
(Unaudited)

Essex Regional Retirement System

Fiscal Year	Measurement Date	Actuarially Determined Contribution	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2020	December 31, 2019	$ 1,339,233	$ 1,339,233	$ -	$ 5,832,314	22.96%
June 30, 2019	December 31, 2018	$ 1,293,521	$ 1,293,521	$ -	$ 4,930,080	26.24%
June 30, 2018	December 31, 2017	$ 1,171,226	$ 1,171,226	$ -	$ 4,727,147	24.78%
June 30, 2017	December 31, 2016	$ 1,059,806	$ 1,059,806	$ -	$ 4,787,031	22.14%
June 30, 2016	December 31, 2015	$ 1,006,232	$ 1,006,232	$ -	$ 5,080,198	19.81%
June 30, 2015	December 31, 2014	$ 936,588	$ 936,588	$ -	$ 4,880,552	19.19%

Massachusetts Teachers' Retirement System

Fiscal Year	Measurement Date	Actuarially Determined Contribution Provided by Commonwealth	Contributions in Relation to the Actuarially Determined Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2020	June 30, 2019	$ 1,318,642	$ 1,318,642	$ -	$ 6,646,729	19.84%
June 30, 2019	June 30, 2018	$ 1,210,071	$ 1,210,071	$ -	$ 6,463,565	18.72%
June 30, 2018	June 30, 2017	$ 1,149,203	$ 1,149,203	$ -	$ 6,316,086	18.19%
June 30, 2017	June 30, 2016	$ 1,074,243	$ 1,074,243	$ -	$ 6,283,239	17.10%
June 30, 2016	June 30, 2015	$ 968,817	$ 968,817	$ -	$ 6,009,456	16.12%
June 30, 2015	June 30, 2014	$ 865,967	$ 865,967	$ -	$ 5,664,397	15.29%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
Other Post-Employment Benefits (OPEB)
Schedule of Changes in Net OPEB Liability
(Unaudited)

	2020	2019	2018	2017
Total OPEB Liability				
Service cost	$ 286,453	$ 316,568	$ 297,469	$ 314,494
Interest	929,803	895,274	758,436	655,663
Differences between expected and actual experience	(442,134)	-	1,894,235	-
Changes of assumptions	907,664	-	(369,560)	-
Benefit payments, including refunds of member contributions	(727,697)	(650,522)	(639,372)	(497,053)
Net change in total OPEB liability	954,089	561,320	1,941,208	473,104
Total OPEB liability - beginning	13,354,141	12,792,821	10,851,613	10,378,509
Total OPEB liability - ending (a)	14,308,230	13,354,141	12,792,821	10,851,613
Plan Fiduciary Net Position				
Contributions - employer	1,027,697	1,000,522	989,372	797,053
Net investment income	58,867	143,244	173,023	187,870
Benefit payments, including refunds of member contributions	(727,697)	(650,522)	(639,372)	(497,053)
Net change in plan fiduciary net position	358,867	493,244	523,023	487,870
Plan fiduciary net position - beginning	2,675,677	2,182,433	1,659,410	1,171,540
Plan fiduciary net position - ending (b)	3,034,544	2,675,677	2,182,433	1,659,410
Net OPEB liability (asset) - ending (a-b)	$ 11,273,686	$ 10,678,464	$ 10,610,388	$ 9,192,203

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

TOWN OF BOXFORD, MASSACHUSETTS

Required Supplementary Information
Other Post-Employment Benefits (OPEB)
Schedules of Net OPEB Liability, Contributions, and Investment Returns
(Unaudited)

	2020	2019	2018	2017
Schedule of Net OPEB Liability				
Total OPEB liability	$ 14,308,230	$ 13,354,141	$ 12,792,821	$ 10,851,613
Plan fiduciary net position	3,034,544	2,675,677	2,182,433	1,659,410
Net OPEB liability (asset)	$ 11,273,686	$ 10,678,464	$ 10,610,388	$ 9,192,203
Plan fiduciary net position as a percentage of the total OPEB liability	21.21%	20.04%	17.06%	15.29%
Covered employee payroll	11,777,211	10,980,482	10,660,662	11,605,943
Net OPEB liability as a percentage of covered employee payroll	95.72%	97.25%	99.53%	79.20%

	2020	2019	2018	2017
Schedule of Contributions				
Actuarially determined contribution	$ 1,135,524	$ 1,120,810	$ 989,774	$ 992,163
Contributions in relation to the actuarially determined contribution	1,027,697	1,000,522	989,372	797,053
Contribution deficiency (excess)	$ 107,827	$ 120,288	$ 402	$ 195,110
Covered employee payroll	11,777,211	10,980,482	10,660,662	11,605,943
Contributions as a percentage of covered employee payroll	0.92%	1.10%	0.00%	1.68%

	2020	2019	2018	2017
Schedule of Investment Returns				
Annual money weighted rate of return, net of investment expense	2.03%	5.72%	9.02%	13.49%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See notes to the Town's financial statements for summary of significant actuarial methods and assumptions.

See Independent Auditors' Report.

FINANCE COMMITTEE

This year was, to say the least, the most challenging in memory. All seemed quite normal as the Finance Committee geared up to start the FY21 budget process in December 2019/January 2020. Then February 2020 came. Covid. As the next few months passed by, astounding increases in unemployment, business closings, Zoom Meetings, etc. occurred. We all know what happened. But as the FinCom continued the budget process for FY21, one thing became apparent: NO ONE knew what the future had in store for us. Given this "all hands on deck" approach, the FinCom, along with the Board of Selectmen (now Select Board), the Town Administrator and the Town Finance chief (the estimable Kathy Benevento) tried to minimize the impact on the town populace...namely, minimize any Real Estate tax increase. The final budget was 1.4% over the FY20 budget, but given other changes, the average taxpayer's increase was a bit less than 1%.

To step back a moment, let us review that the Town Budget has three major components - Elementary School budget, Masconomet budget, and the Town budget (DPW, Police, Fire, Library, etc). The schools account for ~70%, the Town ~30%. Unfortunately, the schools, where labor contacts account for much greater than 50% of the budget, had, relatively speaking, significant increase. School Administrators did not acquiesce to limiting their personal increase as many in the business world did. Elementary school budget went up by 2.2%, Masco by 2.7%. Fortunately, Masco Debt Assessment went down by almost exactly the same (in ~$300,000) as their Operating Budget went up. Unfortunately, Elementary School debt went up $200,000. With the Town part of the budget remaining level, plus a $100,000 reduction in appropriation to Free Cash as well as a $150,000 transfer <u>from</u> Free Cash to Revenue, allowed the FinCom the ability to put forward a budget to the Town Meeting that was appropriate to the extraordinary times. It should be noted also, for someone who may be reading this 20 or 50 years from now, that Town Meeting was postponed from its usual May date, until September 12, 2020. The intervening months (July, August, September) had, per new Commonwealth rules, a budget based roughly on the budget of FY20. And, oh yes, the Town Meeting took place in an outdoor tent on the Masco football field. Thankfully it was a beautiful day!

Regarding the future of the Town, the FinCom recommended, and the Town approved, a $2.8 million dollar repair and upgrade of the Town Hall/Library; design funds for the improvement/renovation of the elementary school parking/pick up areas ($388,000); Repair DPW fabric building ($250,000); and $743,000 for capital purchases. And perhaps more exciting than anything else, an increase of $0.50 to the price of a Trash Sticker (from $2.50 to $3.00) was also approved. This was the first increase in 14 years, as the cost to the Town of trash disposal has increased by 50%. Such costs will continue to rise and will have to be addressed by the Town in upcoming years.

Boxford has been shielded a bit from tax increases by our falling debt, as few projects which have needed debt have been approved by the Town over the past 15 years. This has changed a bit with the Town Hall renovation, school parking lot repair (mandated), and the potential new COA/Community Center at 10 Elm. Plus, the "new" Masconomet will have completed its 20th year in September 2021. Serious maintenance and improvement is needed.

The budget for FY2021 (July 1, 2020 – June 30, 2021) of $35,588,117 was presented at the September 12, 2020, Town Meeting and easily passed.

Kathy Benevento, Finance Director, continued to serve the Town and the Finance Committee in an exemplary manner. All members of the FinCom will be eternally grateful for her efficiency, intelligence, and good humor.

The Town continues to lack a plan for the future. New work on a Capital Budgeting scenario will, in some way, aid in setting priorities. But there is no APPROVED plan. There are many needs in the horizon that will have to be dealt with. As of now, these needs will be addressed in an ad hoc nature by the town citizenry. Given that Boxford's per capita income is the tenth highest in the state, it is odd to comprehend that long term vision is so difficult to come by.

Our pension and post-employment benefit (OPEB) costs are being addressed in a constructive way, more so than the vast majority of towns. Our unfunded liability continues to be concern, but is being addressed by significant yearly payments, which have increased the past several years.

Going forward, the mixture of new blood and experienced FinCom members make up a committee which continues to navigate the town through rising costs, in spite of little or no inflation. The Committee continues to strongly maintain that the Town should use recurring revenues to fund recurring expenses. It is easy enough to say such, but in these times, it is often difficult to adhere to. And exceptions to occur, as was shown this year.

In sum, Boxford town finances continue to be managed in a very conservative basis, with our bonds at AAA as an indication of such management. However, major costs loom in our future as needed facilities (COA and Masco) continue to deteriorate and become outmoded.

Michael E. White, Chairperson
Chris Wakeman, Vice-Chairperson
Peter Bernardin
Jeffrey Yespy
Phil McManus
Joe Callahan
Adam Bartke

BOARD OF ASSESSORS

Boxford's Fiscal Year 2021 total property valuation of $1,937,882,886 includes $13,557,328 in new growth that occurred during this past fiscal year. This is an increase of $1,778,427 over the prior year. Growth is made up of a combination of new construction (residential and personal property), additions, and miscellaneous building improvements. This year's increase was primarily attributable to an increase in personal property construction.

New home construction is also a major contributor to new growth. The number of new home permits has increased slightly over the prior fiscal year.

Fiscal Year	New Home Permits
2009	3
2010	3
2011	2
2012	4
2013	4
2014	7
2015	7
2016	12
2017	8
2018	8
2019	3
2020	4

After a review of home sales that occurred during 2019, the Board determined that overall property valuations increased approximately 2% from the prior year. Valuation changes varied for individual parcels according to style, condition, location, and size. The average residential property assessment for Fiscal Year 2021 is $683,000, an increase from the Fiscal Year 2020 average residential property assessment of $668,000. The 2021 tax rate was set at $16.01 per thousand of assessed value, a decrease of about one percent from last year. A total of 3,069 real and personal property tax bills were issued for Fiscal Year 2021.

As in previous years, the Select Board voted a multiplier of one for all commercial and industrial properties, which results in the commercial and industrial tax rate staying the same as residential. The town relies heavily on individual homeowners for tax revenues as residential properties account for 97 percent of all properties.

The Board recognizes that the requirement to follow specific state revaluation regulations when determining property valuations creates a hardship for some residents, particularly the senior population. The assessors continue to work with the Council on Aging to ensure that all seniors are familiar with any and all tax lowering programs that are available to them.

Of the 3,066 real and personal property tax bills that were issued in Fiscal Year 2020 (prior year), there were:

- 14 abatement filings, which resulted in 10 valuation changes granted and a $11,604 reduction in taxes
- 50 personal exemptions granted, which resulted in $126,833 in reduced taxes to qualified homeowners based on age, financial condition, blindness or veteran's service-connected disability.
- 19 Community Preservation Surcharge exemptions granted, which resulted in $3,862 in reduced surcharges due to age and financial status.
- 17 Senior Tax Work-Off exemptions granted, resulting in a $20,771 reduction in taxes.

Auto excise taxes resulted in approximately $1,338,000 in income to the town from over 8,000 vehicles. Vehicle owners should be aware that in order to receive an abatement, the vehicle must be disposed of (i.e. sold, traded, junked, etc.) as well as the plates being cancelled or transferred to another vehicle.

Data collection and maintenance of current and accurate property data is a critical element in the development of uniform, fair market property value. Due to restrictions imposed by Covid-19 and for the safety of our residents, the progress of our Cyclical Inspection Program was temporarily curtailed. This challenge has affected cities and towns across the state and has been recognized by the Massachusetts Department of Revenue. Exterior inspections of properties that have recently sold or have been impacted by building permits continued to be conducted. Additionally, the department expanded its use of technology to successfully complete "virtual" interior inspections when necessary.

Board member Kerrie Myers made the decision not to run for re-election after her term ended in June. The Board thanks Kerrie for her valuable contributions to the Board over the last two years and wish her well in her future endeavors.

Through a joint appointment by the Board of Assessors and the Select Board, Mary Murphy joined the Board of Assessors in November. Mary moved to Boxford in 2019 and has 15 years of office management and accounting experience. Her recent career move to the mortgage industry is sure to bring valuable real estate expertise to the Board. The Board welcomes her and looks forward to working with her.

The department accepted the resignation of Jan Silva, Assessing Clerk, in November. Jan had been employed by the Town of Boxford since 2008 and had worked in the Assessing Department for the last ten years. The Board wishes to thank her for her dedication and for all her contributions in ensuring the day-to-day operations of the department ran smoothly. Her experience and work ethic will serve her well in her new position.

The Board of Assessors would like to thank Kristin Hanlon, Director of Assessment, for her assistance in our ongoing efforts to maintain fair and equitable assessments. The Board members and office staff also appreciate the help and support received from other town departments and all the townspeople.

Respectfully submitted,

David F. Benson, Chairman
Diana Headrick
Mary Murphy

TREASURER/COLLECTOR OF TAXES

To the Director of Municipal Finance, Town Administrator, Selectboard, Finance Committee and Residents of the Town of Boxford:

The Treasurer is required to issue an annual report to the town that lists cash account balances, investment types, earnings and compliance with the terms of the town's Investment Policy. The **Report on Investments** provides that information for the $15,640,112 held by the town on June 30, 2020. Comparative data is provided for the previous fiscal year, including a brief explanation of significant changes.

General Fund monies are all invested as provided by state statutes in checking or money market bank accounts and the state investment pool (MMDT). Trust Funds and Community Preservation Funds are on deposit in longer term, more diversified accounts invested in money markets, CDs, bonds and those equities on the Massachusetts Legal List for Public Investments.

OPEB funds are appropriated by Annual Town Meeting to reduce the town's Unfunded Actuarial Accrued Liability for employees' Other Post Retirement Benefits (OPEB). In FY 2020, $300,000 was appropriated in the budget passed by Town Meeting. The fund balance of $3,034,544 is on deposit in the State Retiree Benefits Trust Fund within the PRIT and managed by PRIM (Pension Reserves Investment Management Board). Reported earnings were $58,866; the annualized rate of return for FY 2020 was 2.38%.

The town's General Fund cash balance of $7.6M on 6/30/20 was essentially the same as on 6/30/19. General Fund earnings of $129K were 21% less than earnings in FY 2019 due to lower interest rates despite active cash management frequently moving funds into those institutions paying relatively higher interest rates and offering the security of collateralization.

Earnings exceeded those of the previous fiscal year for Trust and Community Preservation Funds due to higher balances, appropriate portfolio allocation and conservative investment management. Market values of both accounts were greater than book values at the end of the previous fiscal year due mainly to stable bond values that make up a large portion of the investment portfolio. Detailed account statements, reports and analyses are available for review in the Office of the Treasurer. Interim Investment reports will be provided as of 10/31/20 and 2/28/21.

The **Report of Trust, Gift and Restricted Funds** provides account activity by fund for Fiscal Year 2020.

Report on Outstanding Debt as of 6/30/20 is also included for your review.

Respectfully submitted,
Ellen S. Guerin, Treasurer

Town of Boxford
Report on Investments
Year Ended 6/30/20

Depository Institution	Purpose	Balance 6/30/20	FY 2020 Earnings	Rate of Return 6/30/20	% of G/F Cash	Investment Policy Guideline/ Collateralization
General Fund (Short Term):						
Cash on Hand	Petty Cash/COA Advance Fund	$ 2,525	$ -	0.00%	0.0%	Minimum required; properly secured
Institution for Savings	Depository	$ 196,431	$ 2,902	0.50%	2.6%	FDIC and DIF
Institution for Savings	Money Market	$ 5,535,823	$ 55,150	0.75%	72.4%	FDIC and DIF
Institution for Savings	Escrow Checking	$ 5,659		0.50%	0.1%	FDIC and DIF
Institution for Savings	School Lunch	$ 8,995	$ 182	0.50%	0.1%	FDIC and DIF
Unibank	State Aid/Grant Receipts	$ 230,041	$ 1,284	0.15%	3.0%	FDIC and DIF
Unibank	On-line Tax Collections	$ 129,668	$ 308	0.10%	1.7%	FDIC and DIF
Unibank	Fire Department	$ 8,146	$ 17	0.10%	0.1%	FDIC and DIF
Unibank	Town Clerk	$ 2,432	$ 20	0.10%	0.0%	FDIC and DIF
Unibank	Donations	$ 3,503	$ 4	0.10%	0.0%	FDIC and DIF
Century Bank	Municipal Money Market	$ 226,111	$ 1,567	0.80%	3.0%	FDIC
Century Bank	Tax Payment Lockbox	$ 4,243	$ 172	0.05%	0.1%	FDIC
East Boston Savings Bank	Money Market	$ 529,395	$ 8,688	0.70%	6.9%	FDIC and DIF
Mass Municpl Depository Trust	State Investment Pool	$ 210,625	$ 43,218	0.44%	2.8%	G.L. Ch. 29, Sec. 38A
Eastern Bank	Municipal Money Market	$ 125,780	$ 2,245	0.15%	1.6%	FDIC
Belmont Savings/People's	Municipal Money Market	$ -	$ 2,845	0.20%		Account closed 6/19/20
Brookline Bank	Municipal Money Market	$ 213,776	$ 7,205	0.50%	2.8%	FDIC and Irrevocable Letter of Credit
Needham Bank	Municipal Money Market	$ 206,979	$ 3,397	0.75%	2.7%	FDIC
Commonwealth Financial	Certificates of Deposit/MM	$ 2,485	$ 27	0.01%	0.0%	FDIC & SIPIC ins. @ various banks
Total General Fund		**$ 7,642,615**	**$ 129,233**		**100%**	
Trust Funds (Long Term):						
Commonwealth Financial	Trust Funds	$ 1,791,232	$ 47,942	1.57%		G.L. Ch. 44, Sec. 54
Commonwealth Financial	Community Preservation Fund	$ 3,140,290	$ 79,032	1.77%		G.L. Ch. 44, Sec. 54
STBTF @ PRIT	OPEB Fund	$ 3,034,544	$ 58,866	2.38%		G.L. Ch. 32, Sec. 23(2A)
Developer's Performance Bonds:						
TD Bank	Reddington Ridge	$ 27,996	$ 14	0.05%		G.L. Ch. 41, Sec. 81U
Eastern Bank	Burning Bush	$ 3,436	$ 16	0.15%		G.L. Ch. 41, Sec. 81U
Total Cash		**$ 15,640,112**	**$ 315,102**			

Town of Boxford
Changes in Cash and Earnings
FY 2019 - 2020

	Fiscal Year Ended 6/30/19		Fiscal Year Ended 6/30/20	
	Cash Balance	**Earnings**	**Cash Balance**	**Earnings**
General Fund	$ 7,613,356	$ 162,671	$ 7,642,615	$ 129,233
Community Preservation Fund	$ 2,594,088	$ 65,143	$ 3,140,290	$ 79,032
Trust Funds	$ 1,728,144	$ 34,567	$ 1,791,232	$ 47,942
OPEB Trust Fund	$ 2,675,677	$ 143,244	$ 3,034,544	$ 58,866
Performance Bonds	$ 31,402	$ 38	$ 31,431	$ 29
Totals	**$ 14,642,667**	**$ 405,663**	**$ 15,640,112**	**$ 315,102**

Analysis of significant changes in cash balances and earnings:

--The G/F cash balance remained stable at $7.6M year over year.

--G/F earnings decreased 21% from previous year due to interest rate reductions that began in March. Funds were moved often to maximize account yields.

--C.P. Fund balance increased $0.5M. Revenues from taxes $753K, state match $246K and bond premium $161K exceeded expenditures for debt service $471K & COA Design $140K.

--21% increase in C.P. earnings due primarily to higher average invested balances despite slightly reduced portfolio yields.

--Increase of $63K in Trust Fund balance primarily due to earnings $48K, Barker Trust revenue $23K offset by lower expenditures and account close outs.

--39% increase in Trust Fund earnings due to higher invested fund balance despite slightly decreased portfolio yields.

--OPEB Investments managed by Massachusetts PRIM Board; FY20 contribution: $300,000 ($50K less than prior year); annual return was 2.38%.

	Book Value	Market Value	inc./(dec.)	% inc./(dec)	
Community Pres Fund 6-30-19	$ 2,594,088	$ 2,695,158	$ 101,070	3.9%	The market values of the Trust Fund and Community Preservation Fund accounts on 6/30/20 were about 2.5% higher than book values.
Community Pres Fund 6-30-20	$ 3,140,290	$ 3,211,673	$ 71,383	2.3%	
Trust Funds 6-30-19	$ 1,728,144	$ 1,788,182	$ 60,038	3.5%	Equities make up about 20% of both portfolios. Their valuations as of 6/30/19 accounted for 75% of book to market appreciation. In contrast, nearly 75% of the book to market appreciation on 6/30/20 was due to bond valuations.
Trust Funds 6-30-20	$ 1,791,232	$ 1,838,984	$ 47,752	2.7%	

TOWN OF BOXFORD
TRUST, GIFT AND RESTRICTED FUNDS
Fiscal Year Ended 6/30/20

FUND #	FUND NAME	RESPONSIBLE BOARD	BALANCE 7/1/2019	FY 2020 RECEIPTS	FY 2020 PAYMENTS	FY 2020 INTEREST	G/L BALANCE 6/30/2020
	RESTRICTED FUNDS:						
8078	Arts Cultural Council	Arts Council	$ 6,818.01	$ 5,200.00	$ 5,925.00	$ 96.35	$ 6,189.36
8079	Unemployment Fund	Selectmen	$ 37,850.76			$ 1,050.08	$ 38,900.84
2020	S.P.E.D. Stabilization Fund	Town Meeting	$ 150,952.46			$ 4,187.93	$ 155,140.39
8083	Stabilization Fund	Town Meeting	$ 842,509.33			$ 23,373.96	$ 865,883.29
8084	Conservation Fund	Conservation Comm	$ 2,975.43		$ 825.00	$ 73.74	$ 2,224.17
8085	Insurance Fund	Commission	$ 51,406.92			$ 1,426.20	$ 52,833.12
8096	Library Stabilization Fund	Town Meeting	$ 484,324.29			$ 13,436.74	$ 497,761.03
	ConsCom Development Deposits :						
2301	Walker DEP # 114-762	Conservation Comm	$ 2,277.66			$ 63.18	$ 2,340.84
2302	M. Hill DEP # 114-750	Conservation Comm	$ 1,083.85		$ 1,089.19	$ 5.34	$ (0.00)
2306	Wildmeadow DEP # 114-1037	Conservation Comm	$ 168.72			$ 4.70	$ 173.42
2315	Pine Ridge: Construction	Conservation Comm	$ 1,758.51			$ 48.81	$ 1,807.32
2317	599 Main Street	Conservation Comm	$ 11.45			$ 0.32	$ 11.77
	Consultants' Fees: Planning Board						
2200	Consultants: Village Estates	Planning Board	$ 278.03		$ 279.40	$ 1.37	$ (0.00)
2202	Consultants: Aldershot Estate	Planning Board	$ 2,803.38		$ 2,817.18	$ 13.80	$ 0.00
2203	Consultants: Lauren Woods	Planning Board	$ 6,907.33			$ 191.63	$ 7,098.96
2204	Consultants: Johnsons Pond	Planning Board	$ 104.01		$ 104.52	$ 0.51	$ 0.00
2205	Consultants: Spofford Road	Planning Board	$ 357.47		$ 359.23	$ 1.76	$ 0.00
2212	Consultants: Weathered Walls	Planning Board	$ 38.92			$ 1.09	$ 40.01
2308	Consultants: Willowdale/Decoulos Parcel A	Planning Board	$ 748.19			$ 20.77	$ 768.96
2213	Consultants: Budnick Development	Planning Board	$ 1,408.48			$ 39.07	$ 1,447.55
	Restricted Funds Sub-Total		**$ 1,594,783.20**	**$ 5,200.00**	**$ 11,399.52**	**$ 44,037.35**	**$ 1,632,621.03**
	TRUST FUNDS:						
8214	Emma S. Cote Library Fund--Expendable	Library	$ 100.81			$ 30.55	$ 131.36
8219	Emma S. Cote Library Fund--Non-Expend.	Library	$ 1,000.00				$ 1,000.00
8231	Barker Trust Fund	Elementary School	$ 11,644.29	$ 25,000.00	$ 2,426.25	$ 311.41	$ 34,529.45
8401	Town School Fund--Non-Expendable	Commission	$ 4,000.00				$ 4,000.00
8422	Town School Fund--Expendable	Commission	$ 9,617.92			$ 377.81	$ 9,995.73
8423	Tri-Centennial Memorial Park Fund	Commission	$ 16,947.66	$ 150.00	$ 3,771.42	$ 430.51	$ 13,756.75
8424	Michelle Wilson Fund--Expendable	Commission	$ 9,136.14			$ 253.47	$ 9,389.61
8425	COA Memorial Van Fund	Commission	$ 17,835.89			$ 494.82	$ 18,330.71
	Trust Funds Sub-total		**$ 70,282.71**	**$ 25,150.00**	**$ 6,197.67**	**$ 1,898.57**	**$ 91,133.61**
	PRIVATE PURPOSE FUNDS						
8221	Scholarship Fund	Scholarship Comm.	$ 46.33			$ 1.28	$ 47.61
8222	Education Fund	Scholarship Comm.	$ 2,013.81			$ 55.86	$ 2,069.67
8224	Matthew E. Smith Memorial Scholarship	Commission	$ 4,561.98	$ 150.00		$ 130.26	$ 4,842.24
8232	Griffin Fund--Expendable	Elementary School	$ 66.89		$ 100.00	$ 209.67	$ 176.56
8233	Griffin Fund--Non-Expendable	Elementary School	$ 7,500.00				$ 7,500.00
8403	Sarah Perley Trust Fund--Non-Expendable	Commission	$ 5,000.00				$ 5,000.00
8411	Boxford Visiting Nurse Fund	Commission	$ 16,082.50			$ 446.20	$ 16,528.70
8412	Perley Parkhurst Cole Fund	Commission	$ 16,298.43	$ 18,428.70	$ 17,645.57	$ 705.04	$ 17,786.60
8413	Sarah Perley Trust Fund--Expendable	Commission	$ 6,400.54			$ 316.31	$ 6,716.85
8414	Curtis Killam Burial Fund	Commission	$ 5,107.46			$ 141.67	$ 5,249.13
	Private Purpose Funds Sub-total		**$ 63,077.94**	**$ 18,578.70**	**$ 17,745.57**	**$ 2,006.29**	**$ 65,917.36**
	TOTAL FUNDS		**$ 1,728,143.85**	**$ 48,928.70**	**$ 35,342.76**	**$ 47,942.21**	**$ 1,789,672.00**

OFFICE OF THE TREASURER/COLLECTOR OF TAXES
REPORT OF OUTSTANDING DEBT
FISCAL YEAR 2020, ENDED JUNE 30, 2020

Outstanding debts as of June 30, 2020 were as follows:

Purpose	Principal Balance June 30, 2020	Rate of interest payable through remaining term	Year of Issue	Year Callable	Year of Maturity
Long-term (Bonds):					
Police Station Construction	$ 140,000	3%	2012	N/A	2020
Mass Clean Water Trust Title V Repair Loans	2,748	0%	2001	N/A	2021
Municipal Purpose Loan # 1 (see below)	1,060,000	2.00% - 3.00%	2012	N/A	2022
Municipal Purpose Loan # 2 (see below)	1,215,000	4.00% - 4.125%	2008	2018	2027
Municipal Purpose Loan # 3 (see below)	590,000	2.00% - 4.00%	2015	N/A	2025
Municipal Purpose Loan # 4 (see below)	810,000	2.00% - 2.25%	2012	2023	2027
Municipal Purpose Loan # 5 (see below)	3,375,000	2.00% - 5.00%	2019	2030	2037
Total Outstanding Principal--Bonds	**$ 7,192,748**				

Municipal Purpose Loan # 1

Town Hall Construction	$ 590,000
Wunnegan Land Acquisition	445,000
Spofford Road Drainage	25,000
Total Loan # 1	**1,060,000**

Municipal Purpose Loan # 2

Haynes Land Acquisition	$ 700,000
Lincoln Hall Renovation	245,000
Anvil Farm Land Acquisition	270,000
Total Loan # 2	**$ 1,215,000**

Municipal Purpose Loan # 3

Nason Land Acquisition	$ 50,600
Fire Station Tight Tanks and Drains	60,200
Aaron Wood School Rehabilitation	479,200
Total Loan # 3	**$ 590,000**

Municipal Purpose Loan # 4

Fire Truck	$ 255,000
Sp. School Water System	230,000
Sp. School HVAC System	180,000
DPW Dump Truck	60,000
Colby Land Acquisition	85,000
Total Loan # 4	**$ 810,000**

Municipal Purpose Loan # 5	
Spofford Pond School Roof & Windows	$ 2,079,650
Boxford Common Athletic Fields	1,050,000
Cummings House Renovation Design	245,350
Total Loan # 5	**3,375,000**

BOARD OF COMMISSIONERS OF TRUST FUNDS

The Board of Commissioners of Trust Funds consists of three commissioners who meet, as needed, to review requests for grants and scholarships from several trust funds.

While there are several funds under the purview of the Board of Commissioners of Trust Funds, the only active fund continues to be the Perley Parkhurst Cole Memorial Trust Fund. Guidelines for applying are included with this report.

Scholarships, awards, and/or grants disbursed this past year totaled $7,000.00, as follows:

Scholarships/Grants Awarded 5/8/2020:

Awarded To:	**Scholarship/Award Amount:**
Masconomet Scholarship Foundation 20 Endicott Road Boxford, MA 01921	$3,000.00 (awarded as two $1,500 scholarships)
Conor Fowler	$2,000.00
Nora Elizabeth Kelly	$2,000.00
Total Expended:	**$7,000.00**

Respectfully submitted,

Bankson C. Riter, Chair
Judith A. Stickney, Clerk
Kathleen Zolla

GUIDELINES FOR PERLEY-PARKHURST-COLE TRUST FUND

GENERAL GUIDELINES:

1. This fund was established by the Will of Marguerite Bond to aid the children of Boxford and Hamilton for the following purposes:

   - To provide loans and scholarships for the purpose of assisting worthy and needy young persons residing in the said Town of Boxford who have completed their high or secondary school education to attend the college, junior college, post graduate school, vocational training school or other school of advanced training of their choice.
   - To encourage and assist any program undertaken by any organization, public or private, in the Town of Boxford, for the benefit or general welfare of all children and young persons residing in the Town of Boxford.
   - To provide financial or other assistance to or for the benefit of individual needy and worthy children, and young adults residing in the Town of Boxford, for such special purposes as the Commissioners of Trust Funds may, from time to time deem necessary and proper to promote the health, education, or general welfare of such individual children or young adults.
   - To assist and encourage private or public organizations in the Towns of Boxford and Hamilton, which sponsor, encourage, and assist in the formation, operation and maintenance of Boy Scout or Girl Scout Troops in these towns. Such awards for support may be made from time to time as the Commissioner of Trust Funds of the Town of Boxford deem necessary.

2. Any organizations requesting funds must specify that the funds will benefit ONLY children from Boxford, or Scout Troops from **BOXFORD OR HAMILTON**. Funds may not be spent on adults at any time.

3. Applications to the PPCMTF should be in the form of a letter to the Commissioner of Trust Funds. Requests for funds will be accepted through February 12th of the award year. The Commissioners of Trust Funds will conduct interviews as necessary and will notify all applicants of their award status in late March and April. **Please Note: All interested applicants who are currently seniors at Masconomet should apply through the Masconomet Regional Scholarship Fund – the deadline for Masconomet Scholarship consideration is February 12, 2021. (See Page 2)**

4. Any request, which, in the opinion of the Trustees or the Board of Selectmen, does not fall within the scope or intent of the Will, will be rejected and returned.

5. All requests for funds, as well as any questions, should be directed to:

PERLEY-PARKHURST-COLE MEMORIAL TRUST FUND
Commissioner of Trust Funds
Boxford Town Hall
7A Spofford Road
Boxford, MA 01921

(978) 887-6000 ext. 202

GUIDELINES FOR INDIVIDUALS

1. The sum of $3,000 will be donated each year to the Masconomet Scholarship Fund to be distributed to Boxford Students according to the following formula:

    - $1,500.00 scholarships distributed to (2) students

    Scholarships to be paid to the student's post-secondary school in one (1) installment - at the beginning of the first year.

    Any student who does not continue in his/her post-secondary education shall retain rights to his/her scholarship for one year. At the end of that year, the scholarship reverses back to the Boxford Trust Fund Commission - to the Perley Parkhurst Cole Memorial Trust Fund.

    Masconomet scholarships are to be distributed based on need and academic performance.

All applicants <u>who are high school seniors at Masconomet must apply by February 12, 2021 directly to</u>:

MASCONOMET SCHOLARSHIP FUND
Masconomet Regional District High School
RFD
Topsfield, MA 01983

2. A small sum of money will be reserved by the Commissioners of Trust Funds each year to be distributed to Boxford students graduating from private schools, and Boxford high school graduates entering or currently enrolled in college, junior college, post-graduate school or other school of advanced training and learning of their choice. The grants will be in the form of scholarships.

    All individual students applying to the Commissioner of Trust Funds for a scholarship, should submit the following information:

    - High School Transcript (if you are in your first or second year of college).
    - Current College Transcripts (all years)
    - Breakdown of your costs for the school year
    - Breakdown of your income toward college costs
    - List of activities, within the Town of Boxford or at your school, which you have been involved in.

    The Perley Parkhurst Cole Memorial Trust Fund is to be distributed based on need, academic performance and community service to the Town of Boxford.

GUIDELINES OF ORGANIZATIONS AND SCOUT TROOPS

1. Scout Troops are requested to provide the following information:
   - Leader's name, address and telephone number
   - Number of Scouts in troop
   - Number of non-Boxford resident scouts
   - Specific request for funds: include amount requested, detail of equipment, activity, reason, etc. and date by which funds are needed.
2. Scout Troops are requested to apply individually.
3. All organizations and Scout Troops must, before December 1 of the award year, submit an accounting of how the funds were used. A report of all purchases made should be included at this time.
4. Although the Commissioner of Trust Funds would prefer awards for capital or lasting equipment, they also recognize the need for educational trips which are required for badges and advancement. The Commissioners will take these concerns into consideration in their review of pertinent applications.

Bankson C. Riter, Chair
Commissioner of Trust Funds
Town of Boxford

PUBLIC SAFETY

- COMMUNICATIONS
- POLICE
- FIRE
- ANIMAL CONTROL

COMMUNICATIONS DEPARTMENT

The Communications Department serves the residents of Boxford as the 911 and Public Safety Communications Center handling emergency and non-emergency phone calls and radio communications for the Town of Boxford Public Safety Departments. The Department is staffed 24 hours a day, 365 days a year by professional Dispatchers. The Department answers all calls for the Police Department and Animal Control Officer as well as calls for the Fire Department and Highway Department (unless the call is made directly to those department offices).

911:

Since September 2018 the Boxford Communications Department started receiving **WIRELESS DIRECT 911** Calls. This means that if a 911 call is made from a cell phone and can be located thru the cellular data system at an address within the Town of Boxford the call will be routed to Boxford first as opposed to one of 3 State wireless call centers first. This will save time on emergency responses and eliminate the need to for a wireless center to secondarily transfer the 911 call to Boxford. These types of calls are referred to as Phase 2 wireless 911 calls. Starting on June 20, 2020, Boxford started also receiving Phase 1 wireless 911 calls. Phase 1 type calls are 911 calls that cannot be pinpointed to an exact address but will route the call to the Community that it is most likely is coming from.

TEXT TO 911 has been available throughout the Commonwealth since December 14, 2018.

When a citizen sends a text message to 9-1-1, it will be routed to an emergency call center based on the location information provided by the carrier. Currently the location information received from the cell carrier may not be as precise as a voice call to 911. For this reason, when a citizen sends a Text-to-9-1-1, they should **make every effort to text the town name, address or location that they are located in**.

When Should I Use Text-to-911? Texting should only be used during an emergency when you are unable to make a voice call to 911. Making a voice call is the most efficient way to get access to emergency services. Text-to-911 will be useful for citizens who are deaf, hard of hearing, or speech impaired. Text-to-911 eliminates the need to use ancillary Teletypewriter (TTY) equipment, or third-party services to access 911.

How Do I Reach Text-to-911? When using a texting app on a device, type the numbers "911" into the "To" or "Recipient" field.

You must have a text or data plan on your mobile device to Text-to-9-1-1 and you should **avoid sending:**

- multi-media such as pictures, videos and emoticons;
- a message to more than one person as a recipient;
- messages exceeding the 160-character limit, as the messages will be broken and may be delivered out of order.

What Information Should I Give Text-to-911? You should make every effort to text the following:

- location including the address/location and town name;
- what is happening (nature of the incident);

• any additional details about the location you can provide such as landmarks, cross streets, nearby business names, apartment number, floor, room or suite numbers, or any details that may be helpful in locating you.

Why Didn't My Text Go Through? Messages sent to Text-to-911 may not be received. If you attempt to send a Text-to-911 where the service is not available, wireless carriers provide an automatic "bounce-back" message. Bounce-back messages are intended to minimize the risk that you mistakenly believe that your text was sent and received by an emergency call center. As part of the bounce-back message, you will be advised to contact emergency services by another means.

Text-to-911 is currently available throughout the Commonwealth. However, across the country, Text-to-911 may only be in certain locations. Whenever possible, you should always make a voice call to 911 during an emergency.

Remember, 911 should only be used for an emergency situation. An emergency is any situation where your call would "SAVE A LIFE, STOP A CRIME, REPORT A FIRE" or for testing purposes as described above.

For more information on the 911 system in Massachusetts please visit the State 911 Department website at https://www.mass.gov/orgs/state-911-department .

Equipment Replacement/Upgrades:
We have an ongoing radio replacement program for the Police Department, Fire Department and Department of Public Works where a percentage of units are replaced annually. This allows for every radio to be replaced on a rotating cycle within a period of 10 to 15 years. Town Meeting in September approved the replacement of the Radio Console equipment located in the Dispatch Center. Working with the Fire Chief's from Boxford, Hamilton and Rowley we were able to secure a Federal Grant to upgrade 35 Hand Held radio's used by Firefighters to dual band units that allow for firefighters working emergency mutual aid in surrounding towns to be able to communicate directly with those towns adding to firefighter safety.

Training:
All Dispatchers are required to complete a minimum of 16 hours of continuing education during each fiscal year as per State requirements which include, but are not limited to, training in Emergency Medical Dispatch (EMD) and CPR. We are also members of the Massachusetts Communications Supervisors Association (MCSA) and benefit greatly from Trainings and shared experiences of Dispatchers from across the state at monthly meetings.

Emergency Notification System:
Since January 2007 we have been using an internet-based Emergency Notification System for urgent or time sensitive relaying of messages to the Citizens of Boxford. Our current vendor is Emergency Communications Network (which is now known as OnSolve) which operates the "Code Red" alert system. **If you wish to add your home or cell phone number(s) or email address(es)** please fill out the "Town Telephone Notification System" form available on the Town website or you can pick a form at the Communications Center located in the Police Station at 285 Ipswich Rd. or at Town Hall. Notifications can be done via Phone/Voice, Email and Text. In 2020 we used this system 19 times (up from 9 times last year) to send out emergency or area specific messages.

Power Outages:
If you should lose power to your residence it is extremely important to notify National Grid at either **1-800-322-3223** or **1-800-465-1212**, as they prioritize their response based on the number of power outage calls received from the residents in a community. **Please keep these numbers in a handy location. You can also download the National Grid app on your smart device from which you can report and view outages.**

House Numbers:
Please POST YOUR HOUSE NUMBER in a manner that is visible day or night to any responding emergency units regardless of what direction they may be coming from. **This is vitally important to your safety and the safety of everyone in your house.** Please choose **LARGE, reflective numbers.**

Alarm Systems:
If you have a home alarm system I would encourage you to provide the Communications Department with a list of contact #'s in the event that we need to reach you regarding any emergency situation that may arise at your home. Alarm update forms can be picked up at the Communications Center on any day of the week at any time. Information provided is used solely by the Communications Department in assisting the Police, Fire and other Public Safety agencies in town during emergencies.

False Alarm Fines:
Please be aware that there is a fine of $50 for each false alarm other than those caused by faulty telephone service, electrical storms or the town's main monitoring console. New alarm systems and new residents are allowed a two month grace period during which a penalty fine will not be assessed. This fine applies to all alarms regardless of how they come into the Communications Center.

I would like to thank **all** the Town Departments and their employees for their assistance and cooperation throughout the year, it is a pleasure to work with professional and dedicated public servants as we serve the residents of Boxford.

I am proud of the work performed on a daily basis by the dedicated Communications Dispatchers who serve the residents of Boxford. In September we welcomed one new Dispatcher, Andrew Jakubasz who completed his training in January 2021.
The following Dispatchers were employed during the year and are listed alphabetically below along with their date of hire: Henry Bilodeau (2019), Tyler Dechene (1999), Peg Decoteau (2004), Ron Dole (1998), Jim Fernandes (2005), Kara Fitzpatrick (1996), Andrew Jakubasz (2020), Tammy Polonsky (2017), Loralee Pomilla (2015), Brady Quinn (2019) and Kathleen Zolla (1988).

Statistics for the year are shown on the charts on the next page.

Respectfully submitted by

Warren Gould (1986)
Director of Communications

2020 Communications Department Statistics

Telephone Calls (Incoming/Outgoing)

Type of Call		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Animal Control	IN	62	60	76	70	71	**101**	74	83	81	38	46	49	**811**
	OUT	42	45	40	34	39	**62**	40	39	50	30	37	35	**493**
Ambulance	IN	3	2	4	6	2	3	**7**	**7**	4	5	6	4	**53**
	OUT	33	33	29	40	49	42	**54**	37	48	44	38	52	**499**
Communication	IN	152	116	172	156	142	164	207	189	**264**	260	231	243	**2296**
	OUT	21	15	14	21	19	19	**33**	25	21	26	14	8	**236**
DPW	IN	**14**	5	4	10	6	11	7	**14**	12	10	4	11	**108**
	OUT	**29**	**29**	17	20	16	18	23	25	12	20	20	17	**246**
Fire	IN	140	164	297	**316**	147	111	130	180	180	143	116	121	**2045**
	OUT	13	10	**71**	9	12	20	18	13	24	21	26	13	**250**
Alarm Panel	KEL	156	**161**	52	157	30	150	116	67	114	75	62	83	**1223**
Police	IN	758	772	843	836	864	998	895	**1006**	869	954	837	730	**10362**
	OUT	51	55	73	103	87	79	106	**159**	85	109	103	68	**1078**
Wrecker	IN	2	3	2	0	1	**4**	2	1	1	2	2	0	**20**
	OUT	8	8	7	7	8	8	7	8	5	7	7	**9**	**89**
Walk-in	IN	331	301	339	269	333	475	475	578	539	**648**	449	366	**5103**
TOTAL 2020		1815	1779	2040	2054	1826	2265	2194	**2431**	**2309**	2392	1998	1809	24912
TOTAL 2019		1906	1679	1771	2274	1980	2020	2020	1858	1887	2299	1821	2080	23595
TOTAL 2018		1885	1603	**3216**	2466	2194	2052	2063	1990	2031	2015	1884	1634	25033
TOTAL 2017		2161	2080	2934	2846	2104	**2587**	2295	2347	2250	**2962**	**2217**	1990	**28773**
TOTAL 2016		2043	**2098**	2298	2740	2345	2438	**2433**	2361	2148	2111	1947	2088	27050
TOTAL 2015		1936	1902	1788	**3136**	**2398**	2121	2044	2067	1927	1968	1971	**2264**	25522
TOTAL 2014		**2650**	1974	1944	2094	2246	2425	2396	2168	1969	2249	1749	1717	25581

Radio Transmissions by month (all Departments)

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
2020	2977	**3009**	2915	2786	3011	3360	3229	3585	2950	3011	2865	2812	36510
2019	3425	2988	2865	**3266**	3417	3312	3270	3582	3288	3571	3133	**4062**	40179
2018	**3460**	2694	**3750**	2999	**3634**	3443	**3846**	3045	3198	3248	**3374**	3896	**40587**
2017	3010	2715	3247	3201	3451	**3979**	3376	**3798**	3150	**4074**	3221	3283	40505
2016	2643	2696	2803	3155	2657	2988	3216	3189	2978	3237	3240	3156	35958
2015	3033	2757	2726	3015	3325	3205	3266	3143	2924	3095	2875	2988	36352
2014	3269	2908	3027	3080	3233	3053	3781	3215	**3421**	3117	2913	2625	37642

BOXFORD POLICE DEPARTMENT

2020 started out as a typical year. During January and February the Boxford Police Department generally does an evaluation of the goals and objectives for the upcoming year. By mid-February that all changed with the planning for a possible pandemic. The Police Department along with all other Department heads were collaborating on the Town's Emergency Plan for pandemic response. The Police Department immediately started searching all avenues to gain adequate supplies of PPE, hand sanitizer, rubber gloves and N95 masks. Previously stored stock piles throughout the community were identified and secured for possible allocation where needed and deployment to First Responders. Many residents and businesses of Boxford donated PPE masks to be distributed to First Responders. As pandemic moved on, the limited rations of PPE were supplemented by regular deliveries by MEMA and the Massachusetts National Guard bringing the Town's PPE supply to an adequate level to meet the needs of First Responders.

The next step the Police Department took was planning how to protect and serve our vulnerable population. In early March the Police Department set up a food pantry in our garage with a drive-through, drop-off donation system. We are grateful and proud of the overwhelming generosity of the residents of Boxford who wholeheartedly embraced this food pantry and its purpose. For the next three plus months four officers spent a majority of their working hours organizing, sanitizing and delivering food to any Boxford resident that requested it. The Police Department also sent officers to assist the Council on Aging with their grocery distribution efforts by helping to sanitize, bag and deliver grocery orders to residents throughout the community.

To further assist the needs of our residents Masconomet began donating freshly cooked meals and sandwiches along with produce to the residents of Boxford. Every weekday morning from mid-March until late June two officers would arrive at Masco at 11:00 am to pick up the freshly prepared meals and deliver them throughout the community. This would not have been possible without the commitment of the Masconomet staff and administration. The Boxford Police Department thanks them for their dedication to the community.

In conjunction with the food delivery was trying to keep a sense of normalcy throughout town by assisting with the Drive-By Birthday Parades organized by Amanda Bruce. These parades consisted of a Police Escort, any number of private vehicles and frequently Fire Department apparatus and Department of Public Works trucks. From March through June the Police Department assisted in well over one hundred Drive-By Birthday Parades, oftentimes seven days a week and on occasion as many as eight birthday parades in one day.

To further assist in the social emotional wellbeing of the community the Select Board, unlike other communities, made the bold decision to attempt to keep The Boxford Commons facility open for non-organized sports activities and recreation. The Boxford Police Department was charged with monitoring and enforcing the MA DPH and the Boxford Board of Health's social distancing guidelines. We are thankful to the Select Board for keeping 'The Commons' open, to the adults and youth who used the fields and the officers who worked with everyone to make this possible.

I truly believe this continued interaction with members of the community helped to build a stronger bond between the Police Department and Town residents.

To further support and encourage as many safe community based activities as possible the Police Department worked with the American Legion, Agricultural Commission, Recreation Committee the Boxford PTO and other private citizens to organize a Memorial Day Rolling Rally, the Fourth of July Rolling Rally, the Black Lives Matter Demonstration as well as Boo-in-Boxford.

The Memorial Day Rolling Rally commenced at the Town Campus on Ipswich Road and traveled to and through the East Village with a drive-by of Melvin Green for the socially distanced Memorial Day Remembrance.

Boxford Masconomet seniors and parents were invited to participate in a drive-by graduation parade beginning in the East Village; seniors parked along Elm Street and parents drove past traveling down Middleton Road and out to the Topsfield Road overpass. The seniors then drove down Middleton Road while being acknowledged by past and current faculty and staff of the Cole and Spofford Schools, Masconomet and their bus drivers. The seniors continued on, passing over the Rte. 95 overpass traveling by their parents and on to Topsfield Fair Grounds for a larger drive-by parade.

Parades were also held for long time music teacher, Andrea Monty at the Spofford Pond School along with a Spofford Pond School Sixth Grade Graduation as well as a Goodbye Parade for the students of Cole School who were moving on to the Spofford Pond School.

In June the BLM demonstration was held in the East Village at the Cummings House with a number of speakers and informational booths. This peaceful demonstration was well attended and ended with a march from the East Village to the Cole School and back.

The July Fourth Rolling Rally commenced in the West Village, traveled Main Street, to Ipswich Road, to Georgetown Road through the East Village. There were roughly seventy-five cars participating and families socially distanced along the route to watch the rally.

The Police Department assisted the Masconomet faculty in organizing and implementing a socially distanced graduation ceremony held on the football field, on Saturday, August 1, 2020.

The final community activity was Boo-in-Boxford, held at the Town Campus on Saturday, October 31, 2020. This event involved socially distanced private groups, individual organizations and businesses as well as Town Departments setting up tables, providing Halloween treats and interacting with the attendees following all safety protocols. Families signed up to attend and were assigned a specific parking location and time for arrival. Kids were able to trick-or-treat through a ¾ mile loop around the Town Campus and ballfields with their parents.

Concurrently the Boxford Police Department processed a record number of firearms permits during 2020.

For the 2020 – 2021 Masconomet school year the Boxford Police Department entered into an inter-municipal agreement between the Towns of Boxford, Topsfield & Middleton with the Masconomet School District for the partial funding of the School Resource Officer Program to be funded out of the Masconomet Regional School District budget. Since the inception of Masconomet the Town of Boxford has been responsible for the 100% of the costs for police services at the Masconomet Regional High School. Starting with the 2020 – 2021 school year the Town is reimbursed for SRO hours at the High School. This sharing of the SRO expense spreads the costs of the SRO program more evenly throughout the school district.

We had two officers move on from our department and two officers out on injury as well as several officers out on Covid-19 related quarantine.

Congratulations to Officer Louann Bonny on her retirement. We wish you all the best.

Congratulations to Sergeant Matthew Dupont on his promotion to Lieutenant.

Congratulations to Officer Attilio J. Paglia and Officer Tammy Broughton on their promotions from Reserve Officer to Full Time Police Officer for the Town of Boxford.

Chief James B. Riter

BOXFORD FIRE DEPARTMENT

The Boxford Fire Department had another active year in 2020. The department responded to 876 emergency calls, as well as recorded an additional 1086 activities for a total response of 1962. The majority of the fire department emergency calls were for medical aid and fire alarm activations. See year-end statistics for more information.

Covid-19

Like everyone else, Covid-19 greatly impacted our organization. In the beginning, the novelty of the virus and unknown nature of transmission or procedures tested our organizations abilities. We created new policies, instituted new practices, adjusted our response and altered our training practices. Despite everything, the members answered every call for service. As Chief, I am most proud of my members for the dedication and grateful for their professionalism.

Department Overview

The Boxford Fire Department is a combination career/call fire department responding to calls 24 hours a day 7 days a week. Five career firefighters work Monday thru Friday 7am – 5pm. For the first time ever, the West Fire Station was staffed Monday thru Friday. The career staff handle the day-to-day operations such as inspections, school education, senior safe program, grant writing and more. The remainder of the department consists of forty-five call firefighters who respond via a pager system when requested.

All members train two hours on Monday nights throughout the year to maintain their skills and knowledge. Several members attend outside training such as EMT courses or certification programs via the Massachusetts Fire Academy. I am proud of the hard work each member dedicates to the Town.

Accomplishments

During the past year, Boxford Fire had added five call firefighters, Laura Foster, Christopher Patrikas, Ashley Riter, Calum Tilston and Patrick Whelan. The recruits completed their initial training and started responding in end of March.

We had four firefighters, Salvatore DeSantis, Ashley Riter, Calum Tilston and Patrick Whelan, attend Massachusetts Call/Vol. Fire Academy. This is a 5-month firefighting training program. Participants attend two nights per week and every Saturday. Upon graduation these attendees will have been trained in the latest firefighting and auto extrication techniques and will be Pro-Board-Certified Firefighter I/II.

We had four other Firefighters, Ross Francis, Hunter Hassam, Jason Kilmer and Robert Sterner, complete an EMT-Basic course and become certify. The program is over 120 hours and requires extensive reading and practical skill assessments.

Retirements & Resignations

We had several significant departures in 2020.

- Firefighter Daron Greelish resigned in October following 15 years of service.
- Captain Jack Leary resigned in July following 11 years of service.
- Firefighter Paul Clark retired at the end of November following 10 years of service.

In addition, Gail Buter, Colleen Cincotta, Paul Grossman, Richard Owens, and Emily Zipkin also resigned in the current year. As Chief, I can not express how thankful I am for their service and commitment to the department. Most importantly, thank you to their families for scarifying important time as each member often left suddenly to respond to various emergencies.

Promotion

We are pleased to announce that Tyler Brown was promoted to the rank of Lieutenant in August. Lieutenant Brown joined the organization as a call firefighter in 2014 and was appointed as a full-time firefighter in 2016. Lieutenant Brown holds several certifications such as Instructor 1, Firefighter I/II and Fire Officer I and Officer II.

Boxford Firefighters Relief Association

The Boxford Firefighters Relief Association, Inc. is a registered 501(c)3 Federal Tax-exempt organization. Membership of BFRA is made up of volunteers: friends & neighbors who provide continued support, through fundraising, to the firefighters during illness, injury or other family crises.

In addition to supporting our members, the Association sponsors Boy Scout Troop 51, Boxford Fire Department Explorer Post 911, The Matthew Smith Scholarship and other community activities throughout the year. Membership is open to any individual who is 18 years or older. If interested call the fire department for more information.

Explorer Post 911:

The Boxford Fire Department Explorer Post #911 is open to high school students interested in learning both EMS and Firefighting skills. Explorers meet once a week (currently Thursday). Open enrollment is available to any high school student at least 13 years old. Attendance and participation fulfill their community service requirements at Masconomet R.H.S. I would like to thank program leaders, John Rowen (ret.) and Paul Clark (ret.) for dedication to the program. Many of the call firefighters assisted throughout the year and we their time and commitment.

2020 BOXFORD FIRE DEPARTMENT PERSONNEL

Chief Brian Geiger

EAST OFFICERS
Captain Holland, Peter
Lieutenant Aghoian, Tamara
Lieutenant Gould, Warren
Lieutenant Philbin, John

WEST OFFICERS
Deputy Chief Michael Madden
Captain Leary, John *(Resigned July)*
Lieutenant Bissell, Alfred

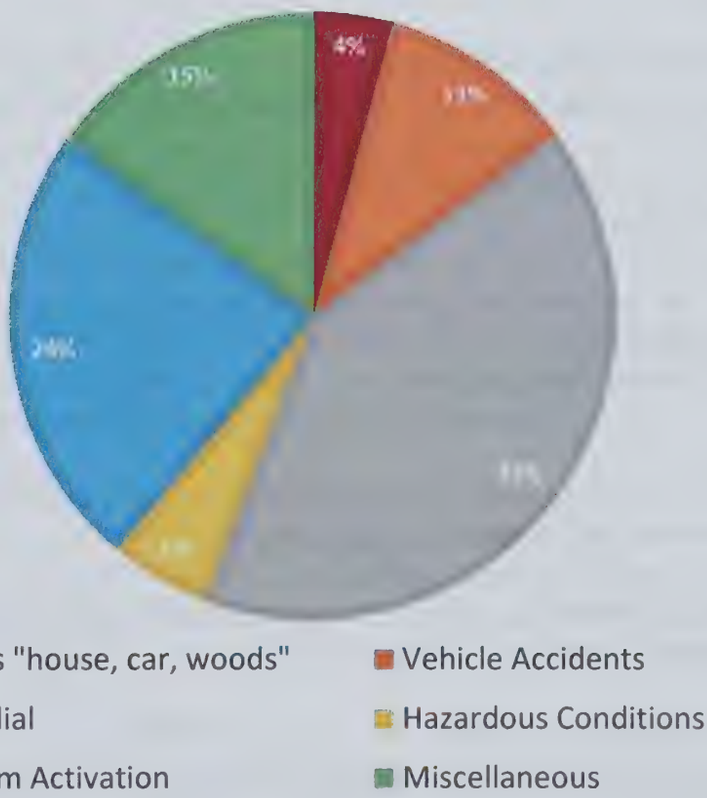
CAREER FIREFIGHTERS
Lieutenant Soltys, Michael
Blake, David
Lieutenant Brown, Tyler *(Promoted August)*
Colangelo, Kaitlyn

EAST FIREFIGHTERS
Burke, Carrie
Cincotta, Colleen *(Resigned January)*
Dechene, Tyler
Denomey, Matthew
Dyer, Matthew
Ferraro, Michael
Foster, Kevin
Foster, Laura *(Hired June)*
Francis, Ross
Gallagher, Patrick
Greelish, Daron *(Resigned October)*
Grossman, Paul *(Resigned July)*
Hanson, Thomas
Howard, Peter
Nee, Thomas
Patrikas, Christopher *(Hired February)*
Ralph, David
Riter, Ashley *(Hired February)*
Sterner, Robert
Whelan, Patrick *(Hired February)*
Zipkin, Emily *(Resigned July)*

WEST FIREFIGHTERS
Butler, Gail *(Resigned June)*
Clark, Mira
Clark, Paul *(Retired November)*
DeSantis, Salvatore
Fitch, Ian
Hassam, Hunter
Hertel, Brian
Kilmer, Jason
Lilly, Hannah
Lucius, Richard
Madden, Ben
Madden, Wendy
Micalizzi, Anthony
Owens, Richard *(Resigned July)*
Prescott-Hopping, Lynne
Pyburn, Dennis
Tilston, Calum *(Hired February)*
Yako, Michael

2020 YEAR END CALL STATISTICS

TYPE OF ALARM	#	% OF ALARMS
STRUCTURE FIRES	3	0.3%
BRUSH, GRASS, WOODS	21	2.4%
VEHICLE FIRE	5	0.6%
OTHER FIRES	8	0.9%
MEDICAL AID	346	39.5%
VEHICLE ACCIDENT	93	10.6%
OTHER MEDICAL INCIDENTS	13	1.5%
HAZARDOUS CONDITION	47	5.4%
ALARM ACTIVATION	208	23.7%
MISCELLANEOUS	132	15.1%
TOTAL CALL VOLUME	876	100%



Fire Prevention

This past year, the department conducted 490 inspectional services for safety and code enforcement inspections categorized as fire Prevention. Note that the number is much lower than previous years due to COVID.

The Fire Prevention office is open Monday through Friday 7:00am to 5:00pm, however it is best to call in advance to schedule an appointment. The Fire Prevention office can assist you with questions regarding oil burner installations, propane storage, plan reviews, smoke/carbon monoxide detectors or any other general question you may have to enhance fire safety efforts. The Fire Prevention office also issues smoke/carbon monoxide detector certificates needed in the sale of any residential property. Certificates are issued by appointment only. If you have any questions, call 978-887-5725 and ask for Fire Prevention.

Number and Type of Inspections Performed:

1. Oil Burner/Oil Tanks	71
2. Propane Tanks	42
3. Smoke/Heat Detector Permits Issued (New, Remodel or Resale)	171
Number and Type of Field Inspections of Public And Commercial Buildings:	48

Other Inspections and Safety:

1. Safety, Tank Truck, Other.	43
2. Child Seat	10

Fees Collected:

1. Burning Permits - 756 Permits	$15,120
2. Smoke Detector Permits (New, Remodel, Resale)	$8,900
3. Oil Burners, Propane, and Tanks,	$5,800
4. Other Fees	$575
Total Fees Collected:	**$30,395**

Grants

The Boxford Fire was awarded $315,062.81 in 2020 to support our efforts of keeping the Town of Boxford and its first responders safe.

In 2020, Firefighter Kaitlyn Colangelo and Lieutenant Tyler Brown applied and received the Student/Senior Awareness and Fire Education grant (S.A.F.E.) in the amount of $6,313. The grant is split between two programs, Students and Seniors.

The first part of the grant, $3,965 was used to purchase supplies needed to teach elementary school-aged children about fire safety and prevention. The second part of the grant, $2,348 will be used to educate the senior population on fire prevention programs and fund the purchase and installation of smoke and carbon monoxide detectors in senior homes. The Boxford Fire Department also works closely with the Council on Aging on making sure that seniors are aware of this program and participate.

Firefighters David Blake and Kaitlyn Colangelo applied for an Assistance to Firefighters Grant (AFG) specific personal protective gear (PPE) to combat COVID 19. Due to their efforts the department received $4,784.00 to purchase much needed PPE supplies such as gloves and enhanced filtration devises.

Lieutenant Tyler Brown applied for a Child Car Seat Grant through the State in conjunction with The National Child Passenger Safety Program (CPS). Due to the efforts the department received $3,336 to purchase 25 Child Car Seats to be installed in cars throughout the community and surrounding areas.

Lieutenant Tyler Brown also researched and applied for two Gear Extractors through the Department of Fire Services. Due to the efforts the department was awarded $12,866 to purchase one gear extractor for each fire station. These extractors are very important to the health and welfare of the firefighters in Boxford. Studies show that the proper washing of gear after a fire can reduce the risks of health-related issue within the fire service.

The Department also participated in a regional radio grant through the Assistance to Firefighters Grant (AFG), working with the Towns of Rowley and Hamilton. The grant awarded $713,291.43 of which Boxford will receive $237,763.81. The grant required a 5% match of $11,888.19 which was covered through the Communication's budget. The department received 35 radios, 31 vehicle chargers, 60 batteries and 2 charging banks for the stations. Typically, one radio would have cost $6000.00.

The department received $50,000.00 from the Commonwealth of Massachusetts, Office of Public Safety to be used to replace 20 sets of turnout gear. We are grateful to our legislators (Senator Tarr, Representative Mirra and Representative Nguyen) for their assistance in securing the funds.

Boxford Firefighters Gift Fund

The Boxford Firefighters Gift Fund was the recipient of many memorial gifts throughout the years. These funds, along with other generous gifts donated throughout the year, allow us to purchase

lifesaving medical and firefighting equipment not usually covered in our annual budget. Donations to the Boxford Firefighters Gift Fund are always welcome and appreciated, as the ultimate beneficiaries are the residents of Boxford.

Boxford Residents

As always, the Boxford Fire Department is always looking for new members. If you are over the age of 18 and interested in joining the department, please contact Chief Geiger at 978-887-5725.

The Fire Department appreciates the support of all Citizens, Town Boards, Communications, Inspectional, Police and Department of Public Works. I especially want to thank the firefighters, and the officers of our department, for their endless dedication.

In conclusion, I would like to express my sincere gratitude and appreciation to the wives, husbands and families for their support and understanding throughout the year. Your support helps make the Boxford Fire Department one of the best fire departments in the area. Many thanks!

Respectfully submitted,
Brian Geiger, Chief

ANIMAL CONTROL

We are in our second year of dealing with the Covid-19 Virus Pandemic and appear ever so slowly to be working our way toward regaining normalcy. We had touched last year on the major adjustments to our lifestyles particularly concerning pets. It has become known that many homes became new pet owners or added others to their households both as "comfort agents" or as inspirations to make our imposed solitary lifestyle requirements not quite so onerous by having a companion to walk with, play with and relate to for some level of pleasure throughout this enforced spacial distancing. There are few things so satisfying over and above human touching human as a good, furry, warm wiggling dog or cat trying to invite you to play, groom or roughhouse. Keep in mind that all these new acquaintances as well as current pets may require seasonal treatments for distemper boosters, Lyme disease and others. Rabies is a deadly virus which has been around for a great many years, equally as devastating as Covid in that it is almost 100% fatal and kills thousands of people annually in less developed countries.

We do have some ongoing problems with the surge in household pets particularly with new owners or inexperienced handlers. Learning to competently handle and walk a dog requires learning to be alert and aware of many facets of behavior and the potential reaction of your dog to strange obstacles or experiences it may not have encountered with a former lifestyle or owner. It is exceedingly important to learn at least some cues to "doggie body language" to make your experience and that of your pets' safe, relaxing and just plain fun! The bonding mechanism between man and animal can take some time, especially when you are dealing with a rescue dog who may not have had either good experiences or even good care. If it is a young pup by all means find a good puppy class and attend it every session. All too familiar is the sight of someone being dragged along by an improperly disciplined or incorrectly outfitted animal with a collar or harness which is just not suitable for the level of training and control of the specific animal. There is a plethora of adjustable collars, muzzle leading varieties and different types of harnesses available. If you are unsure how to proceed, it is money well spent to enlist a professional trainer or groomer/handler to assist and educate you to make your mutual exercise regimen pleasurable and not a constant battle or even an unsafe ordeal to you and anyone you may meet because you don't know the experience of someone you may see on a walk. ALWAYS USE OR CARRY A LEASH! Constantly we're called to address accidents to dogs who encounter each other in the beautiful trails which we have at our disposal. Not just the possibility of serious injury or fatality to yourself and your pet but to another dog and owner for medical bills and even lawsuits, not to mention the inconvenience of a mandatory quarantine period. Recently, in several occurrences we have experienced instances of dog bites to owners by their very own animals. People have been reluctant to share circumstances but it is usually a rare situation.

Doggie Daycare facilities are by and large open in some capacity at this time. Many people will be greatly pleased to have this service back and I am sure a lot of dogs have enjoyed them in the past. They are especially useful and welcome with some professions returning to work from their Visual/Zoom hibernation and perhaps to new jobs requiring major scheduling adjustments to a family's routine.

Just a few words concerning the status of the wild animals among us This has been a very tough

year on deer injuries and fatalities. The sad fact above all, is that there are just too many and groups of 30 have been reported passing through my property during hunting season. I have had to euthanize at least eight, including the heartbreaking task of dispatching fawns and young juveniles, mostly due to automobile accidents. We had a colony of rabid skunks which involved dog attacks and quarantines. We had the usual mix of raccoons, some violent, others so sick or neurologically impaired it was a mercy to end their suffering. Beavers have become a bit of a pestilence to both the DPW workers and myself. I can count roughly six roadkills which I have removed and know the DPW has dealt with others.

We have a bright spot in wildlife this season. Multi-reports of dens of foxes in several areas of town! They are such fun to watch develop and play and unless they are really in the way, it is enjoyable to watch them frolic like puppies near their dens and mature to a point where the mother leads them off to instill their hunting skills and then says "Goodbye"! People have increasingly opted to let them stay until the departure point and then they always leave. If you have a problem den, you can use common household ammonia sprinkled inside or camphorated mothballs scattered about and they will leave. Then a thorough sealing up of the den with rocks, gravel or boarding up of buildings will help to ensure they will not be returning. I know all of this falls on deaf ears of people who have had the unpleasant experience of losing chickens to foxes and I fully understand; especially inasmuch as free-ranging is the preferred method of raising them. A solid chicken coop with fencing edges buried is mandatory for successful husbandry and bringing them in faithfully and securing them for the night is also the only guaranteed formula. We have had to rescue a couple baby foxes and head them for rehabbers when they were left behind or injured. Results were mixed.

A sad note concerning Owls. Last year I tried to take at least six owls in various conditions for rehab and the expert who tried to help them commented that the Rodenticide being used on mice and lawn creatures is building up to poisonous levels over time and killing them. Please be responsible and check for the most organic solutions you can use on lawns and help protect these magnificent birds!

Thanks to the Boxford Community Center for its varied assistance. Also to the Boxford P.D. for back-up as needed - much appreciated !

Helen L. Phillips/ACO Boxford Animal Control

EDUCATION REPORTS

- TRUSTEES OF THE BOXFORD TOWN LIBRARIES
- ELEMENTARY SCHOOL REPORT
- MASCONOMET REGIONAL DISTRICT MIDDLE/HIGH SCHOOL
- ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

BOXFORD TOWN LIBRARY

The Boxford Town Library is a resource for residents of all ages. The Library supports emergent and developing literacy; promotes lifelong learning; encourages all ages to engage in recreational reading; bridges the technology knowledge and access gap; and provides a space for the community to interact and exchange ideas.

The Boxford Town Library is governed by an elected board of seven trustees known as The Library Board of Trustees. The Library Board of Trustees is a town agency, established by vote of a special town meeting on December 17, 1965. It is governed by Massachusetts General Law Chapter 78 and other pertinent statutes. Staff and Trustees are committed to providing personal and professional attention to each person using library services.

Facilities and Operations

In 2020, The Boxford Town Library continues to utilize the east and west wings of the first floor of Town Hall to its fullest potential. To provide the greatest extent of services and programming in the Town Hall / Library building, the Library utilizes both meeting rooms and the second-floor conference room. Even with the expanded space the Library is still unable to offer spaces for small group work and tutoring, art displays, adequate comfortable seating, dedicated PC's for children, and access to the entire collection for physical browsing by both children and adults.

Since the Library moved into Town Hall in March 2015, the Trustees have been engaged in finding a solution for the Library facility needs. Beginning in the Spring of 2016, the Library had been actively involved in the Municipal Facilities Feasibility Planning Taskforce efforts to develop a roadmap to guide the Town in the best use of existing buildings for use by the Town's services. As a result of the feedback from the January 2017 Open Forum, the taskforce narrowed its focus to the concept of renovating and expanding the existing Town Hall / Library facility at 7A Spofford Road. Continuing in 2018, the Library remained active in the planning and support of the One Town One Plan proposal for the Special Fall Town Meeting in October of 2018. Following the defeat of the One Town One Plan proposal, the Library Trustees began looking for potential solutions again. In June 2019, the Library Trustees contracted with M.E.D. Design to develop a conceptual drawing to begin a conversation about a Library space reconfiguration within our existing footprint in Town Hall. The primary goal of the reconfiguration is to make the Library space more efficient and effective for providing library services. After meetings with our various stakeholders, a final concept was developed, and the project was formally introduced to the Permanent Building Committee. By year's end, the Permanent Building Committee voted to roll the Library Reconfiguration project into the Town Hall HVAC/Envelope repair project. The Permanent Building Committee and the Library Trustees are working collaboratively to present the combined project at the September 2020 Town Meeting. Following a successful vote at the Annual Town Meeting held in September, the Library moved out of Town Hall and into its temporary location in Lincoln Hall. By the end of the year, the demolition portion of the

renovation was completed. The Library looks forward to the completion of the renovation and expansion by the end of the summer of 2021.

The Library was in operation 6 days, and 42 hours a week. After the pandemic is resolved and the Library opens again to the public, the hours will return to 6 days, and 50 hours per week. Being in the Town Hall building continues to be a positive experience for the Library with circulation and patron count numbers increasing each successive year. The meeting rooms in Town Hall are great spaces for library programming.

The Library still utilizes the Former West Library at 188 Washington Street, as a Book Storage Facility. With the limited space available in the Town Hall location for shelving the book collection, forty percent of the collection remains in storage in the former West Library. After the expansion and renovation, completed in December of 2016, the percentage of books in storage fell from 66% to just around 40% of the overall collection. The greatest increase in the browsable collection was seen in the Children's Collection, rising to 70% available in the main Library. It is expected that after the renovation of 2020-2021, the percentage of stored items will fall to around 30 percent. Boxford residents and consortium patrons continued to access the stored materials through the requests process.

The Library relinquished care and custody to the former East Library to the Town. Following a vote of the Library Board of Trustees and approved by a majority vote at the May 2018 Annual Town Meeting, the care and custody of the buildings that housed the Boxford Town Library, at 10 Elm Street, was transferred from the Library Board of Trustees to the Board of Selectmen.

2020 began with the promise of a continued increase in usage it has seen over the past five years. The onset of the Coronavirus Pandemic brought an end to this trend. Within weeks of the suspension of in-person service to the public, the Library staff ventured into uncharted territory with the advent of a completely remote Program of Service. The Library Staff developed virtual services including, Hot Off the Virtual Press emails with content patrons could access from home, Reference on the Go, and continued answering questions by phone and email regarding books to place on hold. The Library began offering "Curbside Pick-Up," service at the end of May. Since then, the average number of bags per months has been around six-hundred and fifty bags. The Library moved operations to Lincoln Hall in November and continues to offer remote programming and reference services as well as exchanging physical items through the Curbside Pick-Up service.

Throughout 2020, the Boxford Town Library was under the leadership of Kevin Bourque, Library Director, Josh Kennedy, Children's Librarian, Beth Safford, Head of Reference, and Robyn Luna, Head of Circulation. The library operated with reduced staffing in the second half of the year due to the departure of one of the full-time Library Assistants. Despite this vacancy, the Library Staff have been able to meet the needs of residents throughout the Pandemic. It is expected that once the Library is ready to open to the Public again, a full complement of staff will be ready to serve the public 50 hours per week.

Library Services and Programs

In 2020, the Boxford Library offered a variety of children's programs, implemented by Children's Librarian Josh Kennedy. These ranged from preschool storytimes and the monthly Lego building club for older children. The Friends of the Library and the Boxford Cultural Council generously supported these events. Due to the pandemic, all in-person programming was suspended including seasonal events such as the Spring Egg Hunt and the Halloween Party. The library expects to bring these programs back in-person once the Library is open to the public again.

The Library's annual Summer Reading program for Children featured the theme, "Imagine Your Story." There were 68 participants who were entered into a drawing to win Amazon Gift Cards, and free books provided by the Friends of the Library, for meeting their reading goals in the summer. In addition, the Library hosted special summer youth events including, Diane Edgecombe's "Once upon a Fairytale," Mr. Vinny's Shadow Puppet Show, and Michele Delfino presenting, "Fairy House building for Kids," all offered through Zoom.

Adult programs and events are planned and implemented by Head of Reference, Beth Safford, and complemented by offerings from outside presenters supported by funding from the Friends of the Library and the Boxford Cultural Council. The Cookbook Club was suspended in March. The Library hopes to restart up the Cookbook Club once the Library is open to the public again. The Poetry Circle continues to meet monthly on every third Tuesday. Wednesday Night, and Wednesday Morning Book Discussion Group were suspended in March but will be restarting virtually through Zoom at the beginning of 2021.

The Library continued its commitment to technology for patron use. We expanded our collection of Playaway tablets, with more offerings for older children. The number of Kindle titles continues to grow on a quarterly basis. We added two Verizon Jetpack Wi-fi Hotspots that have become very popular. The Children's Room continues to benefit from the availability of three HP Chromebooks, generously funded by the Perley Scholarship Board. The Library continues to subscribe and has access to a variety of online electronic resources purchased locally and through membership in both Massachusetts Library System and Merrimac Valley Library Consortium. Locally, the Library renewed its subscriptions to 5 online resources including Ancestry.Com, and MorningStar

In 2021, and over the next 5-10 years, we look forward to even greater stability and an expanded program of service, resulting from, a more efficient and effective reconfiguration of the space encompassing the first floor of Town Hall, a consistent schedule, open 4 nights with hours on Fridays and Saturdays, and a full complement of staff.

The Library could not offer its range of programming and services without the dedication of staff, Trustees, Friends of the Boxford Town Library, the Boxford Cultural Council, Barbara Perley Scholarship Fund, and members of the Boxford community. Many thanks to all!

Statistical Summary*

40,975 digital and print holdings
44,284 items borrowed
26,686 items downloaded / streamed from MVLC Electronic Collections
16,226 visits to the Library
6,833 registered borrowers
91 children's programs; 1630 attendance
68 children participated in the Summer Reading Program
51 adult programs; 507 attendance
50 hours open on average per week (42 hours per week during the Pandemic)
468 user sessions on public Internet computers
215 members of the Friends of the Boxford Town Library

Submitted by,
Kevin J. Bourque, Library Director
Library Trustees:
John Paul Ryan, Chair, Jayne Smallman, Vice-Chair, Glendon Ayer, Carole Davis, Amanda LaMantia, Denae Ramos-Pachucki, and Antigoni Woodland.

*Statistics as reported in the FY20 Annual Report Information Survey prepared for the Massachusetts Board of Library Commissioners (MBLC)

BOXFORD ELEMENTARY SCHOOL COMMITTEE

Committee Goals 2018-2021 (*adopted 2018*)

- The School Committee will strengthen our partnership with the Boxford community by articulating our mission and vision in order to continually improve the educational experience of our students.
- The School Committee will exercise fiduciary responsibility while enhancing our educational programs and facilities and communicating future capital needs.
- The School Committee will focus on the development of the non-cognitive skills our students will need to be successful in the 21st century. We will prioritize social and emotional learning, including resilience, empathy, social intelligence and self-awareness. Through our actions, words, and financial decisions, we will support our administration, teachers, and staff in leading and innovating.
- The School Committee will communicate its goals and activities through a variety of channels to raise community awareness of what is happening in our schools.

Committee Operation

The Boxford School Committee typically meets on the second and fourth Thursdays of the month at 7:00 PM at the Harry Lee Cole Elementary School. However, during the course of the Covid-19 pandemic we have met remotely via Zoom. All meetings and Zoom links are posted online at the TriTown School Union website, the Boxford Town calendar, or at Boxford Town Hall, and are open to the public as described in the Commonwealth of Massachusetts' Open Meeting Law. Individuals and groups wishing to address the School Committee at a meeting may do so as part of the agenda under "Remarks from the Public" or by contacting the chairperson in advance. The Boxford School Committee also meets jointly with the Middleton and Topsfield School Committees as part of the Tri-Town School Union, approximately every other month.

The School Committee has all the powers conferred to it by state law and must perform those duties mandated by the state. Its responsibilities are varied but relate primarily to policy determination. Some of the duties of the School Committee include:

- Employment of the Superintendent of Schools
- Preparation of an annual budget
- Program evaluations
- Approval of curriculum and materials
- Planning school services
- Collective bargaining
- Public relations

While the School Committee acts directly as the policymaking body relative to general educational policy, it does not wish to operate in a vacuum. The School Committee actively seeks the counsel and support of the administration, faculty, staff, parents/guardians, School Councils, and the community, including the Parent Teacher Organization (PTO), Boxford Elementary Schools Trust (BEST), and the Special Education Parent Advisory Council (SEPAC). We are committed to working closely with other town boards and committees including the Board of Health, Selectboard and the Finance Committee.

Registered voters from the Town of Boxford are encouraged to run for a position on the School Committee. One or two seats are up for election each spring. Individuals wishing to obtain more

information about the work of the School Committee may contact the chairperson or superintendent. Additional information about the committee and its operation as well as the Cole and Spofford Pond Schools can be found at www.tritownschoolunion.com.

Response to Covid-19 Pandemic

In response to the arrival of the Covid-19 pandemic, MA-DESE closed schools for in-person learning in March 2020, making a transition to remote learning from home through the end of the 2019/2020 school year. In conjunction with the director of technology, Boxford schools coordinated with families who required Chromebooks to allow for remote learning for all students. In response to directives released from DESE in late summer regarding the 2020/2021 school year the Boxford School Committee voted to reopen schools in a phased hybrid model. The majority of students started in a remote model, on September 20, after a State-mandated period of professional development. Once meeting the state guidance for ventilation and air filtration, working in partnership with Boxford Board of Health to vote for 6 foot distancing in schools and a mask mandate, the schools reopened for hybrid in-person classes in October 2020. A Covid-19 response team was created, composed of local public health representatives, town nurses, town administration, school superintendents, school nursing staff, building principals and school committee members. This team meets or communicates in response to each positive Covid-19 case within the school community, to determine contact tracing and further protocols on a case-by-case basis. While staff-related quarantine measures caused Spofford Pond School to move to fully remote learning for one week, these joint measures have allowed Boxford schools to largely remain open for hybrid learning. The Boxford School Committee and Superintendent continue to revisit, modify and adjust the learning model as the pandemic evolves. The Boxford School Committee would like to acknowledge and express gratitude to the multiple departments within the town of Boxford for their continued partnership in ensuring the health, safety and continued learning of our students.

School Management

Interim Principal Ms. Lisa Salisbury (Harry Lee Cole School) and Principal Dr. Kathryn Castonguay (Spofford Pond School) are responsible for the daily operation of their respective schools, under the direction of Dr. Scott Morrison, Superintendent of the Tri-Town School Union.

The responsibilities of the principals include curriculum implementation, instruction, personnel matters, student issues, and the physical plant. Each school has a Site Council, comprised of the Principal, teachers (elected), parents (appointed), and a community member (appointed), whose role is to advise the Principal on areas of school improvement. All Site Council meetings are posted at Town Hall and are open to the public.

The Superintendent (PK-6) is appointed by the Tri-Town School Union Committee (Superintendency Union 58), which jointly employs the Superintendent, Assistant Superintendent of Operations, Assistant Superintendent of Student Services, Director of Curriculum, Director of Educational Technology, Director of Facilities, Director of Human Resources, and ESL coordinator as well as the secretarial and bookkeeping staff of the Tri-Town School Union central office and other specialist roles. The Superintendent acts as the chief executive officer of the School Committee in the operation of the schools.

School Enrollment, January 14, 2021

	PK	K	1	2	3	4	5	6	Total
Harry Lee Cole School	28	80	104	80	-	-	-	-	292
Spofford Pond School	-	-	-	-	84	99	111	93	387
Total PK-6 Enrollment	28	80	104	80	84	99	111	93	679

Staff Anniversaries and New Staff Appointments 2020-2021

Twenty-four staff members are celebrating work anniversaries in the Boxford schools at the end of the 2020-2021 school year: Five-year service pins were presented to Katie Barber, Nicole George, Lee McCann, Denise O'Connell, Haley Osowski, and Paula Sordillo. Ten-year service pins were presented to Courtney Bush, Lee Camuso, Alexandra Coates, Toni Fitzgerald, Mary Gagliardi, and Karen Hussey. Fifteen-year service pins were presented to Barbara Boulay, Michael Capozzi, Kathryn Magee, Diana Mazzaglia and Tiffany Stone. Twenty-year service pins were presented to Pamela Dalton, Sharon Davis, Sara Hartley, Cheryl Hooper and Ellen Rice. Twenty-five year pins were presented to Donna Madden and Gary Marques.

Harry Lee Cole School has welcomed the following new staff members for 2020-2021: Kristin Ahern - Special Education Teacher; Sarah Balsley - Special Education Teacher; Celia Cole - Preschool Teacher; Joseph Laferriere - IT Support Specialist (also works at Spofford Pond); Gail Steingisser - Reading Specialist

Spofford Pond School has welcomed the following new staff members for 2020-2021:
Timothy Burns - Custodian; Anjole Censullo - Nurse Asst.; Kara Dunbar - L/T Substitute Physical Education Teacher; Andrew Heath - Brass Instructor; Joseph Laferriere - IT Support Specialist (also works at Harry Lee Cole School); Katerina Makiej - Music Teacher; Gilberto Martinez - Head Custodian; Kathryn Phillips - Grade 5 Teacher;
Sharon Phipps - Instrumental Music Teacher; Katherine Rex - Special Education Teacher; Kylie Seymour - Behavior Specialist

District Status and State Testing

In 2020, the Boxford Public Schools, along with public schools across the Commonwealth did not participate in the annual Massachusetts Comprehensive Assessment System (MCAS).

Due to the global pandemic, on April 14, 2020, Department of Elementary and Secondary Education (DESE) Commissioner Jeffrey Riley announced the cancellation of the administration of tests for grades 3-10 after the federal and state governments waived their respective testing requirements.

For information regarding assessment and accountability from previous years, please visit the Massachusetts Department of Education website at: http://profiles.doe.mass.edu.

Response to Intervention

Teachers and staff at both the Harry Lee Cole School and Spofford Pond School continue to support students through the Response to Intervention (RTI) process in Reading, Writing, and Mathematics. The RTI program uses district and state assessments, AIMS Web, and teacher

recommendations and observations, to identify struggling learners. We support students with identified needs through additional targeted math and language arts intervention either by a math coach or reading/literacy specialist or writing coach in addition to instruction from the classroom teacher. Math, reading and writing specialists meet with classroom teachers at regular intervals throughout the year to discuss progress and revise student goals and plans.

At the Cole School, the "What I Need" (WIN) Block is a 30-minute period each day in which students receive Differentiated Instruction in the core areas of English Language Arts and Mathematics. Differentiation is a mindset or philosophy in which the teacher knows the curriculum and standards, has an understanding of the uniqueness of his or her learners, and then–using an array of instructional approaches and assessment tools–plans with precision and flexibility to enable students to be successful (Gregory, Gayle What Principals Need to Know About Differentiated Instruction, 2012). During this 30-minute block, our staff members strive for rigor and relevance for all students. The students in need of extra support in these content areas receive direct instruction from RTI Interventionists. Other students are flexibly grouped within their classroom based on clear objectives based on their current academic and social needs. The Writing Coach works with students and teachers to strengthen the writing process in our young students.

At the Spofford Pond School, Response to Intervention (RTI) services are delivered during RTI blocks. Students in need of additional academic support have been identified using data collected from: previous MCAS results, universal screenings (AIMS Web), writing prompt performance, Fountas & Pinnell Reading assessments, Math In Focus assessments, and any additional classroom information that is pertinent. The students are provided with additional writing, math and language arts instruction based on their identified needs from the data. Each grade level team of teachers convenes to analyze the student data, discuss intervention strategies and plan for intervention groupings. Students who are not receiving RTI intervention during the RTI block are in their classrooms working on identified skills and concepts as an opportunity to provide additional reinforcement, practice or challenge. The principle behind this schedule is to have additional time in the school day to differentiate for student learning without taking away from the core curriculum instructional time. No new instruction is presented during the RTI block at each grade level. Other students who are not identified as needing RTI support are flexibly grouped within their classroom based on objectives on current academic and social needs. Teachers team with one another to differentiate the support that these students need and will change the support accordingly.

This year, we continue to have an RTI/MTSS study group comprised of teachers and specialists from both schools to examine our RTI process and look at best practices in the field to enhance our programs.

Extended Learning Opportunities

Due to the pandemic, many of our in-person extended learning activities have had to be delivered in different ways or postponed. Participation and achievement have been outstanding in the Online Math League program (grades 3-6) which reached 38 students. We also have excellent participation with stimulating mental activities in our Math Olympiad Teams (grades 4-6). Students also have the opportunity to join our before school physical fitness program BOKS. Students at both Cole and Spofford Pond were also able to participate in virtual learning through the Tri-Town Council's Horizons program throughout the school year. This year's offerings include a writing class, home alone safety, video game programming, yoga, and art classes. These programs change each season and are well-attended by students at both schools.

For the 2020-2021 school year, students in our schools have also continued to enjoy and learn from curriculum enrichment activities provided by funds from the Parent-Teacher Organization (PTO) and the Boxford Educational Schools Trust (BEST). For additional information about PTO and BEST, and the programs they support, please see the Boxford Learning Community Support Organizations section below.

Student Services/Special Education

As of December 1, 2020, there were 152 students in the Boxford Elementary Schools (PK-6) identified as eligible for special education services. Over the past four years, the December 1 eligibility numbers have ranged between 134 and 152 students.

As a district, we have made the commitment to prepare our students both as learners and as citizens. We continue to support current programming and develop new programming to support all students develop competencies in the area of Social Awareness, Self Efficacy, Growth Mindset and Self Management. With the overall goal of providing all students an educational environment that supports and allows them to reach their full potential, the student services department continues to solidify and grow the service delivery model that is in place in each of our buildings. This includes extensive professional development, increased behavioral and social/emotional support for students, and program development based on the best practices for students with low incidence disabilities. Over the course of the past several years, the district has been able to support students with a range of needs by adapting and developing programming.

The Special Education PAC continues to be a strong committee across the Tri-Town School Union. The Special Education PAC Board is comprised of a parent from each of our three towns and from across grades PK-12. The elementary and Masconomet SEPACs merged several years ago and have offered programs to interest parents from all grade levels. The TTSEPAC has its own website: www.tritownSEPAC.org. In addition to open meetings throughout the year, the SEPAC board meets with district administrators throughout the year as well to serve in an advisory capacity. SEPAC has continued a grant program for teachers and staff, and continued to bring in speakers and run programs to help support the parents in the Tri-Town School Union.

Educational Technology

The Boxford Public Schools and Tri-Town School Union are preparing our students for their future, a global world and society, and jobs that have not yet been created. In the classroom, technology is now integrated as part of regular learning and teaching in the classrooms; we work to provide equitable access to students within the classroom, so that teachers may seize teachable moments, utilize technology when it makes pedagogical sense, and provide tools so that students may create new meaning and knowledge. Over the course of the last year, the pandemic quickly forced learners and educators to transition their in-person learning and teaching to remote and digital learning and teaching, with little time to prepare. As always, Boxford educators adapted and transitioned effectively, and blended in-person and remote learning. These changes to the learning environment resulted in teachers continuing to design innovative instructional techniques. Teachers regularly integrate technology, both in order to leverage students' critical thinking and learning, as well as to design effective instruction in various learning models. Students regularly learn and develop their digital literacy, communication and collaboration skills with the assistance of technology and instruction of our skilled educators. Technology does not replace effective teaching, but rather is integrated into our teaching and learning with mindfulness, fidelity, and purpose to enhance and elevate effective teaching practices, increase student learning and creation of knowledge, and promote innovative thinking and creativity.

Since 2017, the School Committee, Town of Boxford Finance Committee, and town residents have supported the inclusion of an annual technology budget line into the operating budget, in order to build an effective replacement cycle: doing so allows the school department to have consistent costs, ensure continuity of equipment, and provide the digital tools that teachers and students need to learn effectively. Annually, we invest in replacing interactive SMARTboards, building device inventory towards equitable access for end-user technology for students and staff, and document cameras. We view technology as a regular utility that must work effectively and reliably; as a result, regular financial investment in technology needs occur in order to ensure the smooth operations, predictable budgeting, and effective classroom teaching and learning.

We continue to invest in the infrastructure of both Spofford Pond and Harry Lee Cole, so the equipment we have is able to work at its maximum capacity. Connectivity problems are rare and are addressed as they arise; we must plan for replacement and addition of wireless access points to ensure that our infrastructure can handle the need of learning and teaching devices. The utilization of digital devices continues to increase as the reliability of the fleet of devices, technical support, and network infrastructure has improved.

The Boxford Public Schools and all schools across Tri-Town School Union are effectively using the Google Suite of email, calendar, storage, and word processing as the primary means of communication and productivity tools. These files can be accessed wherever there is Internet access and on any device: computer, tablet, or smartphone. The District uses Google Suite to collaborate, communicate and teach students digital citizenship, and prepare them for a global society in which interconnectedness is part of everyday life as citizens and employees. Google Suite continues to provide efficiencies for staff and students alike, and has provided the ability for students to track their work and start developing an electronic portfolio of work.

Curriculum and Professional Development

The Boxford Elementary Schools maintain a website that contains detailed information about our ongoing initiatives in curriculum, instruction and professional development: https://www.tritownschoolunion.com/central-office/curriculum. This year, the district implemented the Heggerty Phonemic Awareness curriculum in kindergarten to support students' literacy development. In addition, sixteen Boxford educators are participating in the Tri-Town Math in Focus 2020 Pilot. The goal of the pilot is to ensure a smooth transition when the district upgrades to the revised curriculum resources.

The district continues to focus efforts on achieving the district's vision: *The Tri-Town School Union believes in nurturing a dynamic learning environment where creative thinkers and innovative problem-solvers develop the empathy, resilience, perseverance, self-management, and kindness needed to positively impact the world.* The primary focus continues to be on the three pillars: exploring innovative teaching practices such as project-based learning as an instructional approach, incorporating instruction related to the social-emotional learning competencies (growth mindset, self-efficacy, social awareness, and self-management), and improving inclusive practices for all Boxford students. Given the unique nature of this school year, many professional development offerings focused on how to address the three pillars through remote and socially distanced instruction.

Professional Development

Professional development is an investment in our educators to help give them the skills and tools to deliver the best service possible to our students. Educators participated in a variety of professional development courses during the year. Below is a list of the in-district courses offered.

- Building Your Digital Toolbox
- Creating the Trauma-Informed Classroom
- Integrated Social Studies Curriculum Using the Massachusetts History and Social Science Framework
- PBL 101 (Buck Institute)
- RETELL SEI Teacher Endorsement

In addition to courses, teachers have been engaged in various workshops to improve and enhance their professional skills. The following describes many of the key workshops offered during the past year.

Innovative Teaching

- Clever Teacher Page
- ELA Cross-Curriculum Design for Co-Teachers (Teacher to Teacher Project)
- Envisioning Teaching and Learning Committee
- ESP/IA Training: Online Math and Science Materials
- Fifth Grade Standard Analysis and Creation of Interdisciplinary Units/PBL Ideas (Teacher to Teacher Project)
- Flipgrid
- Generation Genius
- Google Classroom
- Google Earth, Maps, and My Maps, Oh My!
- Google Goodies for Google Slides
- Guided Reading Groups in Remote Learning
- Innovative Curriculum Design (Teacher to Teacher Project)
- Interdisciplinary Curriculum
- IXL
- Jamboard
- Math in Focus Pilot Training
- Math Integration and Design: Innovative Math Curriculum Design (Teacher to Teacher Project)
- Math Problem Solving and the Productive Struggle
- Math Workshop Games (Teacher to Teacher Project)
- Multi-Age Summer Transition (Teacher to Teacher Project)
- Newsela
- Online Discussion Protocols
- Padlet
- PBL in Remote Learning
- Pre-K Roundtable Discussion
- Providing Literacy Feedback Remotely in the Primary Grades
- Remote Learning Core Tech Tools
- School-Wide Math Kits (Teacher to Teacher Project)
- Seesaw
- Sixth Grade Remote Learning Panel (Teacher to Teacher Project)
- Smartboard Training

- SORA
- Spofford Math Take-Home Kits (Teacher to Teacher Project)
- Strategies for Engaging Remote Students: Roundtable Discussion
- Teaching Reading Remotely
- Tech Skills for Any In-Class or Remote Situation (Teacher to Teacher Project)
- Using Manipulatives in Remote Learning
- Videos in Google Slides
- Winning Tactics for Google Forms
- Workshop Model in Socially Distanced and Remote Settings
- Zoom

Social Emotional Learning

- Antecedent Management and Data Collection
- Anxiety
- Art and Self-Care
- Classroom Community in Remote Learning
- Executive Functioning
- Helping Children to Feel Comfortable Talking About Their Differences
- How to Add Spark to the Student with Low Motivation
- It's Okay to Say "They": Creating Gender-Friendly Elementary Schools
- Mindful, Not Mind-full
- PBIS and Tier 1 Behavior Interventions for All Students
- Psychotropic Medications and Behavior
- Self-Care for Teachers: Decreasing Stress and Anxiety
- Teaching Self-Care Skills
- Teaching Wellness and Growth Mindset via Zoom
- Trauma-Informed Behavior Analysis
- Trauma-Informed Practices
- Yoga for Educators

Inclusive Practices

- Analyzing Aimsweb Reports to Inform Instruction
- Best Practices for Supporting Children with ASD in the Preschool Setting
- Boxford Schools Linguistic and Cultural Diversity Project (Teacher to Teacher Project)
- Cultural Awareness & Culturally Responsive Teaching
- Differentiated Instruction
- Fostering Fine Motor in Pre-K and K
- Google Fluency Tutor
- Google Read&Write
- Heggerty Phonemic Awareness Curriculum Training
- IEP Writing/Ed A&B
- Literably
- Phonics Instruction Using Decodable Texts
- Phonological Awareness
- Promoting Diversity, Equity, and Inclusion in the Classroom through the Power of Our Word Choice
- Remote Evaluations
- Wilson Reading System in Remote Learning

Finance and Operations

The chart below details the actual expenditures and approved elementary school budgets for Fiscal Years 2018 - 2021.

Approved Operating Budget
Fiscal Year: 2020 - 2021
School District: Boxford Elementary Schools

Budget Summary	Actual Expense, Approved Budgets, & Proposed Budget							
	FY18 Approved Budget	FY18 Actual (after Applied Income)	FY19 Approved Budget	FY19 Approved Actual (after Applied	FY20 Approved Budget	FY21 Approved Budget	$ Increase	% Increase
Expenses								
Salaries	8,796,852	8,151,801	9,036,638	8,304,956	9,346,638	9,471,405	124,766	1.33%
Professional Development	135,475	114,964	168,620	176,026	139,173	127,649	(11,524)	-8.28%
Admin, Educational, & Support Supplies/Materials/Equipment/Services	435,588	527,871	492,847	526,917	577,718	520,295	(57,423)	-9.94%
In District Special Education Services (Non Salary - DW Only)	91,900	41,822	77,480	59,428	86,755	78,260	(8,495)	-9.79%
Transportation (Regular & Sp. Ed.)	514,401	444,355	495,547	482,326	544,869	518,443	(26,425)	-4.85%
Utilities	237,339	207,093	222,855	218,678	182,968	187,256	4,288	2.34%
Facilities	297,301	302,428	293,557	321,293	262,657	261,117	(1,540)	-0.59%
Insurance (Beneficial & Non-Beneficial)	1,742,189	1,467,909	1,706,641	1,497,645	1,716,034	1,855,791	139,758	8.14%
Special Education Out of District Tuition	408,045	614,030	460,198	370,972	476,799	635,008	158,209	33.18%
Total Operating Budget	12,659,089	11,872,273	12,954,382	11,958,241	13,311,610	13,655,224	321,614	2.41%
Less: Applied Income	726,002		735,790		811,545	852,945	41,400	
Total Local Appropriation Expenses	11,933,087	11,872,273	12,218,592	11,958,241	12,522,065	12,802,279	280,214	2.24%
Less: Central Office Due To Due From Amount		(19,918)		394				
CHECK	11,933,087	11,852,355	12,218,592	11,958,635	12,522,065	12,802,279	280,214	

Harry Lee Cole and Spofford Pond Campus Projects

In FY20, the BSC approved funding for an ADA site feasibility study. Later that school year, the Boxford School Department received information and feedback from the State Architectural Access Board that the exterior campus of Cole School was not meeting ADA code requirements.

As a result, the school department has contracted with Weston and Sampson to engage in site design and engineering for both elementary school campuses. Tasks to be completed include: existing conditions investigations and previous study review; schematic design; design development; development of construction documents; and to bring the project through to a bidding process. This work began in September 2020, directly after a delayed Annual Town Meeting. Bidding is scheduled to take place in the spring of 2021.

Student Health, Wellness, and Safety

The Boxford School Committee is committed to supporting student health, wellness, and safety. This is reflected in our ongoing investment in social and emotional learning, curriculum development, and extended learning opportunities.

We are committed to providing a school nutrition program that delivers fresh produce, in-house or scratch cooking, and reflects the educational mission of our elementary schools. Boxford and the other TTU districts are in the final year of a three-year contract with Whitsons Culinary Group for school nutrition management services. Whitsons provides management, marketing, professional development, procurement, accounting services, and staff who work in our kitchens and serve our students. Throughout 2020, we continue to work to serve nutritional and enjoyable meals to our students while informing families about the quality, nutritional value, and benefits of the school nutrition program.

In 2020 we continued to focus one four key areas of social-emotional development: self-awareness, self-efficacy, self-management and growth mindset. Our partnership with Transforming Education has proven that these areas are key factors in success rates for students and adults across many different areas. In order to develop baseline data for these competencies, the school department was able to work with Panorama Education who had developed a nationally normed, research-based tool to help teachers and districts get more information about student growth centered around SEL. In addition, our users of the Panorama platform had access to hundreds of lessons targeting the four main competency areas.

Boxford Learning Community Support Organizations

Boxford Parent Teacher Organization (PTO)

The objective of the Boxford PTO is "to provide a vehicle whereby parents and teachers can work cooperatively to bring a closer relationship between the home and school, thus enhancing the educational process of the children enrolled in Boxford, Massachusetts Elementary Schools." The PTO has provided tens of thousands of dollars worth of support to our schools over the years, for which we are extremely grateful. In the 2019-2020 school year, the PTO provided approximately $59,000 to support curriculum enrichment, academic resources, and learning support. The Boxford School Committee encourages elementary school families and the wider community to support the PTO and its mission to enhance the educational experience of our children. For more information please visit the PTO website at https://paperlesspto.keritech.net/Bod/.

Boxford Elementary Schools Trust (BEST)

BEST is an all-volunteer, non-profit organization dedicated to fostering excellence in the Boxford district by raising private funds to supplement longer-term elementary school initiatives and innovative teaching tools, technology and teacher training. Over the past 15 years, BEST has provided significant funds to support our schools. BEST grants are disbursed via teacher-driven proposals and are designed to support and encourage innovation. The Boxford School Committee is grateful to BEST for their partnership and for the valuable support the organization provides to our school community. This support differentiates the Boxford schools from those in surrounding towns. The School Committee encourages families and other members of our community to support BEST.

Closing Statement

The Boxford School Committee strongly supports our administration, teachers, and staff in their efforts to learn, teach, collaborate, grow, and help our children to thrive. The current Pandemic has required an evolution of operating practices, including a focus on updated remote learning and planning. Our goals reflect a commitment to ensuring that in addition to traditional, cognitive skills, our students will have the critical thinking, reasoning, and interpersonal skills they will require to succeed in the innovation economy of the 21st century. Ongoing support from community organizations including the PTO, BEST, Boxford Trails Association/Boxford Land Trust, and the Jonathan Tyler Barker Fund, among others, enables the School Committee to accomplish more than we could within our budget alone. The Boxford Elementary Schools continue to collaborate with the Boxford Board of Health, Public Safety Organizations, and the community to adjust and adapt to the ongoing Covid-19 Pandemic. We are grateful to all residents of Boxford for their support of our schools and the people that make them a special place.

Respectfully submitted,

Carol Hubbard, Chair, term expires 2021
Elizabeth Palmer, Vice Chair, term expires 2022
Julianne Flynn, term expires 2023
Renée Schildkraut, term expires 2021
Danielle Thompson, term expires 2023

MASCONOMET REGIONAL SCHOOL DISTRICT

Introduction

The 2019-2020 fiscal year was a year of change for many reasons. The Masconomet Regional School District ("Masco" or "The District") was making good progress toward its goals when the Covid-19 Pandemic hit in March. The School Committee's key goals for the District this year were:

To support the implementation of a strategic plan for achieving Vision 2025, including long-term actionable strategies developed by the Superintendent and Leadership Team:

The District's new superintendent, Dr. Michael Harvey, began his term at the beginning of the year. In December, Dr. Harvey presented the results of his Masco entry plan. This plan outlined his evaluation of the District and his plans to begin a long-term strategic planning process. Over the coming months, he intended to develop a plan that defined "exactly *what* we're going to do and *how* we're going to achieve the outcomes envisioned in Masconomet Vision 2025."

This process came to an abrupt halt in mid-March due to the Pandemic. At that point, determining how to educate the District's students in the new age of remote learning became the priority for Dr. Harvey and the School Committee for the remainder of the year.

To more effectively engaging the community:

This goal was achieved with the Community Relations Subcommittee's launch of a blog (https://www.masconomet.org/domain/207) and a Facebook page (Masconomet Regional School Committee Updates) in the fall. These tools became important communication channels as Masco navigated the Pandemic. Additionally, the Budget Subcommittee continued to work on enhancing our relationships with our Towns' Finance Committees and Select Boards.

To make significant progress towards developing a capital plan and identifying potential funding sources:

The Masconomet buildings were renovated and rebuilt about 20 years ago.The facilities have been well maintained; however, given the age of the facilities, significant upgrades will be needed in the coming years. After several meetings with town officials, it was agreed that a full capital plan was needed but further discussion of commissioning a capital plan report and determining future funding was put on hold due to the pandemic.

To manage transition to a new leadership team:

Three out of the five members of the District's Executive Leadership team were new this fiscal year. In addition to Dr. Harvey, the District's new Assistant Superintendent of Finance and Operations, Mr. Jeffrey Sands, began his new role at the beginning of the year. Mr. James Dillon, a veteran science teacher at the Middle School stepped up to serve as an interim Middle School Principal this year. The School Committee Chair and Vice Chair regularly met with Dr. Harvey to plan our meetings and exchange ideas. The School Committee supported the administration's

revamp of the tools used to create the District budget as well as facilitated the introduction of these 2 new key leaders to the leaders of our towns. Along with Masco's Assistant Superintendent of Student Services, Ms. Patty Bullard, and High School Principal, Mr. Peter Delani, this 5-person Executive Leadership Team worked closely with the School Committee throughout the year.

In early 2020, the search for a new Middle School Principal was completed and Dr. Philip McManus was hired for the following school year.

District Snapshot

With an outdoor ceremony on August 1, 278 seniors graduated from Masconomet. 96% of the graduating seniors went on to 2 or 4-year colleges

Enrollment in the District by town as of October 1, 2019:

Boxford	663
Middleton	617
Topsfield	479
Other	7
Total	1,766

Enrollment in the District by grade level (all Towns):

Grade 7	269
Grade 8	315
Grade 9	293
Grade 10	295
Grade 11	291
Grade 12	289
Beyond 12	14
Total	1,766

Annual Operating Budget: $34.7 million

Grants

In addition to the operating budget, Masconomet works with numerous organizations and individuals to receive grants and gifts to help support the academic program and physical plant. The Masconomet Education Foundation (MEF) funded 17 grants totalling $49,000 this school year. These grants funded Chromebooks for the Middle School, mini PCR machines, a 3D printer and hallway furniture for the high school.

Highlights of 2019-2020

Student achievement and experiences were evident throughout the District in a number of academic and extracurricular activities.

Masconomet art students once again achieved excellent results at the Massachusetts 2020 Scholastic Art and Writing Awards competition. This is truly a reflection of the hard work and talent of our students and the guidance of our art teachers. The Middle School received a total of 14 visual awards (1 Gold Key, 5 Silver Key, and 8 Honorable Mentions)—the second highest total of all public and private middle schools in the state! The High School received a total of 60 awards (12 Gold Key, 19 Silver Key, and 29 Honorable Mentions)—also the second highest total of any high school in the state—public or private. Daria Adamczyk's Gold Key award winning animation "Il Neige" was also selected as an American Visions Nominee, which is the highest honor given in the contest. Only 5 nominees are selected from across the state in total. All Massachusetts Gold Key artwork was then judged at the national level with other Gold Key work from across the country. Daria Adamczk received a National Gold Key Award for her animation as well. Our annual school-wide Poetry Out Loud competition happened in January, after which the winner, Maggie Chiffer, represented Masco at the state-wide competition and made it to the state finals. The Math team won three of its six meets with the final meet cancelled due to the pandemic. Based on scores earned on a preliminary screening test, junior Justin Crosby and freshman Henry Liu were invited to participate in the American Regions Mathematics League (ARML) competition. In February sixteen High School students participated in the annual American Mathematics Competitions AMC10 and AMC12. Junior Alex Theriault earned a first place certificate on the AMC 12 test and freshman Henry Liu earned a first place certificate on the AMC 10 test.

In January, and for the first time in over 40 years, Shakespeare was performed at Masconomet, A Midsummer's Night Dream. In March, prior to the pandemic lock down, 5 students participated in the Massachusetts All State Concert performed at BSO Symphony Hall. The Junior District Festival concert which was scheduled in late March was cancelled. However, it should be noted that 17 Masconomet students were selected to participate in the Junior District concert had it been performed.

In April 2020, five Masconomet juniors virtually sat for the local section exam for the American Chemical Society's US National Chemistry Olympiad. Marion Duval earned the highest score in the history of Masconomet for the National Chemistry Olympiad.

Teachers continued to develop and revise the core content curriculum sequence to align with the revised Massachusetts Frameworks and Standards for Social Sciences. Our new curriculum includes Global Cultures in 7th grade (which covers both 6th and 7th grade standards determined in consultation with the elementary schools), United States and Massachusetts Government and Civic Life in 8th grade, World History in 9th grade, US History in 10th grade, and Modern US and World History in 11th grade. Eighth grade students attended the Washington, D.C., multi-day field trip, which was reinstated after many years due to the shift to civics, government, and early American history to middle school.

A new elective course called "21st Century Skills" was created at the Middle School to be offered for next year. One trimester will be an introduction to coding, the second will be on public speaking, and the third will look at all aspects of media communication.

Another new initiative at the Middle School was the creation of an 8th-grade "portfolio" project. Middle School students build a portfolio of items that demonstrate the skills they achieved or projects they completed.

In February, 2020 25 Masco Spanish students traveled to Huesca, Spain for the Spanish exchange program. Unfortunately, other international travel for the remainder of 2020 had to be cancelled.

All 10th-grade students experienced new pieces of the curriculum which speak to community engagement and having a place in the greater world. This school year the program grew into a pen pal program with students in Kyrgyzstan, as well as the development of a Masco-student-lead STEM club for girls at the Hennessey School in Lawrence.

During this school year, the Anti-Defamation League's World of Difference Program provided training to High School staff, which focused on equity, bias, and racial awareness. In addition, three full days of training from the Anti-Defamation League's World of Difference Program were provided to 35 Junior Peer Leaders with the intention to work with this year's freshmen in their peer leader groups on issues of equity, bias, and racial

During the fall sports season the field hockey team won the CAL Kinney Division for the eighth year in a row and placed five players on the league all-star team, including the CAL Player-of-the-Year. The boys' soccer team won the CAL Kinney Division and also placed five players on the CAL all-star team, including the Player-of-the-Year. The football team finished in a three-way tie for the CAL Kinney Division championship and placed five players on the CAL all-star team. The golf team placed two first-team all-stars and the CAL Coach of the Year. The volleyball finished its best season ever, advancing to the Division I North finals and losing in 5 sets to undefeated Winchester. Overall, Masconomet fall athletic teams produced 30 league all-stars and two all-scholastics (boys soccer and field hockey).

In the winter, the gymnastics team won the Division I state championship for the 2nd year in a row and had nine all-stars, including all-state champion Gracy Mowers. The boys' ice hockey team finished 1st in the CAL Kinney Division and was seeded 1st in Division I North. The boys' and girls' swim/dive team both placed 3rd at the CAL Meet. The girls' ski team finished 14-0 as champions of the North Shore Ski League (NSSL) while the boys finished 8-4. The girls' basketball team qualified for the MIAA state tournament for the 35th year in a row. The indoor track teams competed in the EMASS Division III Championships at the Reggie Lewis Center. The 2020 spring sports season was canceled.

Covid-19 Pandemic

The District buildings were closed to students and teachers on March 13, 2020 due to Covid-19. At that point, the focus changed to remote learning for the first time in history. This monumental change challenged everyone. After three weeks of remote enrichment-learning, the District began its Remote Learning Plan on April 6.

To launch this plan the District's Information Technology Department provided teachers with

enhanced training to use Blackboard, our remote learning platform, and developed online learning help for students and teachers. Chromebooks were made available to all Middle School students in need of one. Grading for the last quarter/trimester was changed to Pass/Fail.

On April 21, 2020, Governor Baker extended the order to close all Massachusetts schools and continue with Remote Learning through the end of the 2019-2020 school year. April school vacation was cancelled in order to recapture instructional time. Most end-of-year Masco traditions (including spring clubs & sports, junior & senior proms, senior internships, the Middle School promotion ceremony and the traditional High School graduation ceremony) were sadly cancelled. The school year closed on June 16.

While teachers, students and most staff took a well-deserved summer break, the Executive Leadership Team and the School Committee spent the summer preparing for a return to learning in the fall.

Conclusion

Dr. Harvey's Superintendent Entry Plan Findings conclusion from December 2019 works well here:

> *"It is clear to me that the Masconomet Regional School District is overall offering students an exceptional learning experience. This is a testament to the faculty, staff and administration of the District who are clearly committed to working in the best interest of their students, and to the residents of Boxford, Middleton and Topsfield, who understand the value of providing the resources necessary to produce a world-class program. "*

The 2019-2020 school year was interrupted by the Covid-19 pandemic which continued for longer than anyone anticipated at the time. We are grateful for the support of Boxford, Middleton and Topsfield during these challenging times and look forward to returning to our long-term strategic and capital planning with a new perspective when the pandemic is behind us.

Respectfully Submitted,

Carolyn Miller

Chair, Masconomet Regional School Committee

March, 2021

MASCONOMET REGIONAL SCHOOL COMMITTEE MEMBERS:

Boxford Members

Kristen DeMarco

Carolyn Miller (FY21 Chair)

Terri Teleen

Bonnie Thornborough

Middleton Members

Joseph Ciampa

Tasha Cooper (FY20 Chair)

Arete Pascucci

Kosta Prentakis

Topsfield Members

Zillie Bhuju

William Hodges

Melissa Ogden

ESSEX NORTH SHORE
AGRICULTURAL & TECHNICAL SCHOOL

BOXFORD

Heidi T. Riccio, Ed.D., Superintendent-Director
Paul Worth, Representative

Essex North Shore Agricultural and Technical School (Essex Tech) is Massachusetts' premier regional technical and agricultural high school, serving 17 member communities on the North Shore and 38 surrounding communities across three counties. Our mission is to **create** a culture of excellence, **encourage** continuous growth, and **promote** professionalism and citizenship for all students, as they **develop** into architects, artisans, and authors of the 21st century community.

Twenty-four career, technical, and agricultural programs are available to students from our member communities. Students from surrounding communities may select from seven agricultural areas. Enrollment at Essex Tech is 1,564 for the 2020-2021 school year. Last year, over 1,300 students applied for 440 openings in our current 9th grade. Our school was designed for nearly 1,600 students and is currently organized into two academies.

Future Computer Science Architect, Gregory Andriotakos, Grade 12 from Boxford.

BOXFORD *at a glance*

As of November 9, 2020
24 Total Student Population

Grade	9 – 9
Grade	10 – 3
Grade	11 – 8
Grade	12 – 4

East Academy
Advanced Manufacturing, Arboriculture, Companion Animals, Design & Media Communications, Engineering Technology, Information Technology Services, Natural & Environmental Science, Equine Studies, Landscaping, Sustainable Horticulture, Veterinary Science

West Academy
Automotive Collision-Repair & Refinishing, Automotive Technology, Biotechnology, Carpentry, Cosmetology, Construction Craft Laborer, Culinary Arts, Dental Assisting, Electrical, Health Assisting, HVAC-R, Masonry, Plumbing

CREATE. ENCOURAGE. PROMOTE. DEVELOP.

As with all schools in the Commonwealth, Essex Tech had to adjust our practice due to a worldwide pandemic. Opening the school year in a Hybrid model, 50% of our students attend school in grade level cohorts. Our expansive campus has allowed this model to operate successfully as we continue to work with community leaders in reducing the spread of the virus.

We create opportunities for students throughout our region to have access to high quality career technical and agricultural education. Partnering with our districts, we have enrolled 47 additional students in our CTE Partnership Program into high demand career areas as a model for Governor Baker's Career Technical Initiative. We have received nearly $2M in competitive grants to date.

Our Cooperative Education Program places upperclassmen in positions where they work among professionals in their field. These opportunities often lead to full-time employment upon graduation as we continue to work with our industry leaders to meet the needs of the current workforce and strengthen the economic pathways for our students. There is currently 1 senior from Boxford who is taking advantage of our cooperative education program and 1 current employer. Our graduates enter the workforce with industry recognized credentials and hours toward professional licensure, which gives them an advantage and adds to future readiness. Business, industry, and labor representatives serve on our Program Advisory Committees to ensure that we meet all industry standards.

Over 70% of our students enroll in 2- or 4-year institutions with many earning articulated credit at state community colleges. The remaining 30% of students enroll in approved apprenticeship programs or directly enter the workforce upon graduation.

Several of our programs offer valued services to the residents of our communities, including the Maple Street Bistro and Café, the Salon, Pet Grooming, Automotive and Auto Collision Repair, and Blooming Designs & More. Angell at Essex provides veterinary services on our campus.

Essex Tech provides students with extracurricular activities including MIAA competitive sports, intramural athletics, and various clubs and service groups, including SkillsUSA, FFA, and DECA organizations that encourage students to explore and develop additional employability skills across their career and technical disciplines.

We continue to expand our NightHawks Adult Education Program offering industry training with credentialing including Advanced Manufacturing, Electrical, Plumbing, and Welding to meet the needs of a high demand workforce.

DEPARTMENT OF PUBLIC WORKS

- REPORT OF THE DEPARTMENT OF PUBLIC WORKS

DEPARTMENT OF PUBLIC WORKS

Prepared By: Chris Olbrot, Superintendent and Town Engineer

2020 Roadway Improvements

In 2020, the town extended their contract with D&R Paving, to repave almost 37,000 sq. yards of pavement. This translates to roughly 4,100 tons of hot mix asphalt. The town paved portions of Washington St. (133 to Haverhill), Pine Plain Rd. (133 to Haverhill) in the fall. The remaining funds for the 2020 paving season will be utilized in the late spring or early summer of 2021 to pave a portion of Main St. (133 to Glendale Rd.) and Middleton Rd. (Burning Bush to Endicott St.) Main Street also is scheduled to have a small drainage outfall repair prior to final paving. The collapsed outfall pipe and associated catch basin will be repaired with new precast elements.

In addition to the "Roads Program" as described above, the DPW made significant improvements to the King George neighborhood pavement by crack-sealing the patched areas from 2019. Crack sealing along with pavement patching extends the longevity and life of the pavement network by preserving pavement conditions before they begin to deteriorate exponentially.

Lastly, the DPW completed a pavement condition assessment on the town-wide network. Utilizing state of the art technology, the roadway network was scanned and surveyed for pavement conditions based on deformations. The deformations along roadways segments were then aggregated to compile a Pavement Condition Index or "PCI" for each roadway. PCIs will be utilized in order to generate a 5-year capital improvement plan in conjunction with other assets such as closed drainage systems and culverts in 2021 through at least 2026. The survey and report is a web based asset management tool that is fully interactive.

1Desktop Roadway Viewer

2020 Drainage Improvements

The DPW provided emergency repairs to several drainage assets in 2020. In addition to typical catch basin and drainage manhole repairs throughout the town, the DPW completed a complete culvert replacement on School Street and a partial repair to a collapsing culvert on Glendale Road. These culverts were permitted through the Conservation Commission Emergency certification process and all improvements were performed "in house". The Glendale Road culvert is scheduled to be redesigned for replacement in 2021.

Secondly, the town completed a robust survey and inventory of all of the culverts town-wide. The DPW contracted with the consulting engineering firm The Engineering Corp. (TEC) to complete the survey and inventory. This survey was a visual inspection and instrument survey to get the precise location and document the condition of all culverts in town. Additionally, the culverts were then analyzed for replacement priority. This information will be incorporated into the town's GIS system and will be the basis for capital planning through at least 2026 and beyond.

Thirdly, the town finalized the substantial bridge replacement on Lockwood Lane over Fish Brook. This bridge failed and was closed by MA-DOT in December of 2018. In 2019, the bridge was permitted and bid. Kenefick Corporation was the contractor. Utilizing a small bridge grant in the amount of $500,000 the town was able to substantially lower the town's financial contribution to this critical bridge. The bridge opened in November of 2020 after some unfortunate delays due to the pandemic.

2School St. Culvert Repair

Lastly, the town made substantial strides in 2019 with respect to the EPA's issued Municipal Separate Storm Sewer System (MS4 Permit). The MS4 Permit is a federally mandated permit that requires the town to complete various Best Management Practices under six minimum control measures to be permitted to discharge stormwater into the waters of the U.S. The six minimum control measures are: Public Education, Public Participation, Illicit Detection and Elimination, Construction Storm Water Control, Post Construction Stormwater Control and Good House Keeping. The town collaborated with the local Merrimack Valley Planning Corporation or MVPC, and others in order to ensure permit compliance and improve the town method of tracking, mapping and documentation with the 'Collector App" introduced in 2019. Mobile technology allows the DPW to map and edit the town's closed drainage system, document catch basin cleaning and outfall testing, as well as other critical components to the permit. In the coming years this mobile service will also help with other town assets such as guard rails and pavement markings. Also, Standard Operating Procedures or SOPs were drafted and approved by the Conservation Commission for the routine activities largely completed by the DPW. This ensures compliance with the MS4 Permit as well as a written set of policies that the DPW can refer to.

Athletic Fields

The DPW solicited quotations and secured two vendors to begin two critical maintenance programs. The first was to have a contractor set up a grooming and maintenance program for the synthetic field at the commons. In addition to maintenance, Gmax testing would be performed to ensure the field is in conformance with impact safety requirements. The second contract was to have a contractor on board to perform top dressing of the natural fields in town. Both programs are expected to be annual contracts to improve the overall playing experience in town. Due to the pandemic, these facilities were not utilized as expected in 2020 however, it was much needed maintenance and will serve the town's facilities well in the years to come.

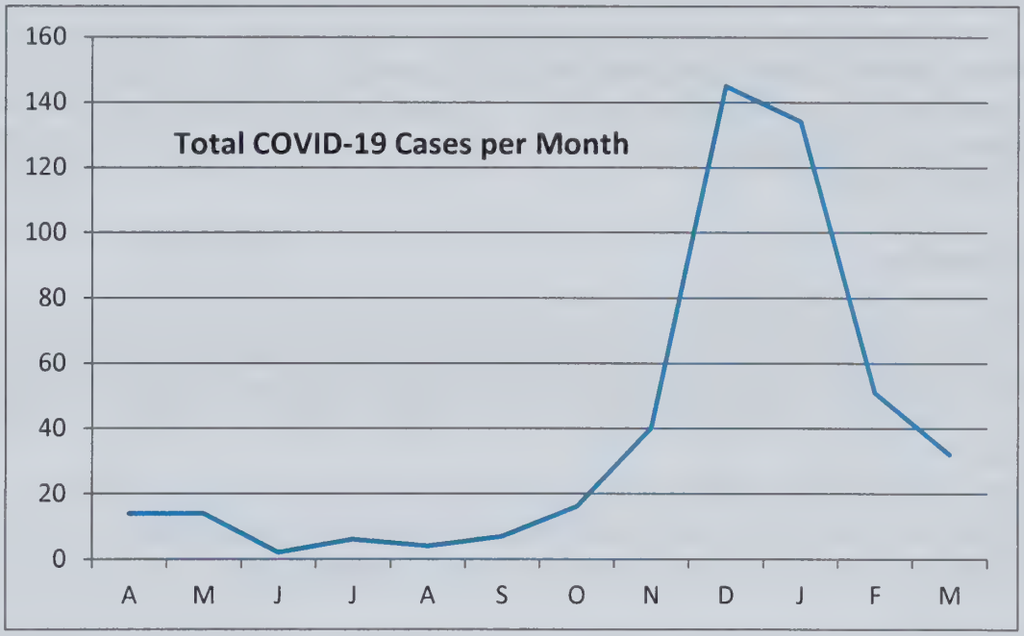
HEALTH & INSPECTIONS

- BOARD OF HEALTH
- ANIMAL INSPECTOR
- OFFICE OF BUILDING, PLUMBING AND GAS INSPECTIONS
- SEALER OF WEIGHTS AND MEASURES
- VISITING NURSES ASSOCIATION

BOARD OF HEALTH

COVID-19

Boxford was not spared during the COVID-19 pandemic .While maintaining a low number of cases during the initial 7 months of the pandemic, we experienced the nationwide October to February holiday spike, reaching a monthly case high in December of 145 cases as shown in the graph below



From the time Massachusetts declared a state of emergency due to the COVID-19 pandemic in March 2020, Governor Baker has issued over 60 Executive Orders addressing all aspects of the emergency, from face masks to requirements for opening private and public facilities. Detailed guidelines were then written by various state agencies on how to apply these Orders. The majority of the guidelines were then passed down to local Boards of Health to implement and enforce.

The challenges faced by your BOH to carry out the pandemic Orders were more than challenging. Health Director Kendell Longo and the BOH Chair have been on 24/7 call since March, 2020. Our office staff of one part-time employee, Kristin Kwiatek, took on an increased work load, spending her own time to address many issues (later we were able to at least get her extra paid hours though a COVID grant). The BOH members made themselves available for emergency discussions at all times of the day.

Our Health Director worked with our contracted VNA nurse to identify new COVID cases and carry out rapid. contact tracing. She also was on 24/7 call to the School Task Force that addressed student COVID cases within hours of being identified. The Tri-Town Health Directors and nurses all worked together to address and minimize the impact of Covid on our students, teachers and staff.

A major part of our work was to help other town organizations meet COVID requirements for reduced and safe services. All required written plans needing input, review and approval by the BOH. These included the BAA (opening the Town beach), day camps, our two churches, the Village School, our elementary schools and Masco, and events such as the PTA 'Boo in Boxford', Earth Day activities and the Memorial Day Parade. Protocols were written and put in place for our stores and businesses, and for preparing meals for the COA's Meals on Wheels.

We also began and continue to write weekly updates on the pandemic and focused pieces on COVID-19 vaccines and information. These were published weekly on the Town website.

Throughout this the Board appreciated the always available help and support from the Town Hall offices and our Police Department. Our COA was key in making sure our Seniors received vaccinations. Working together as a team, we did our best to keep our residents safe and informed during the pandemic.

Other Activities

While the COVID pandemic was central to BOH activities in 2020, other normal work also needed to be carried out. For example, Our Health Director reviewed 125 Title 5 septic system inspection reports, carried out 16 septic system and well plan reviews, and did 33 on-site soil testing inspections.

Trash Pick Up

As evidenced from the increased amount of trash picked up by our contractor, Waste Management, Boxford residents used the opportunity of being home during the Covid pandemic to clean out their homes and properties. This initially led to some problems as residents exceeded the 5 barrel/bag limit. It became necessary for the BOH to enforce that limit when WM could not finish their daily pick-ups. Residents need to keep in mind that our contract with WM sets the 5 barrel/bag limit and WM is not required to pick up any additional trash past the limit.

The BOH sponsored an increase in trash sticker cost from $2.50 to $3.00 that was passed at the Annual Town Meeting. The increase was necessary given the increased cost for trash pick-up and recycling. Even with the increase, stickers will pay for less than 50% of trash and recycling pick up.

Recycling

At the request from residents, Waste Management has agreed to pick up 2 recycling containers, up to 32 gallons each. Residents can continue to use two recycling bins, or use one bin and one 32 gallon container, on two 32 gallon containers. *But only two of any combination.* Any additional bins or containers will not be picked up. Any 32 gallon containers should be marked 'Recycling'.

As a reminder, the following items are/are not considered recyclable:

- #1, #2, #3, #4, #5, #6, and #7 rigid plastics---any rigid plastic container with a number in a recycling triangle, clear or colored is recyclable. Plastic water bottles are recyclable but DO NOT PLACE IN PLASTC TRASH BAGS. Place directly into the recycling bin
- Do NOT recycle Styrofoam packaging or peanuts. It can go in the trash..
- Only metal and aluminum cans are recyclable-- NO OTHER METAL ITEMS. Do NOT place cans in plastic bags----place directly in the recycling bin
- Milk and juice cartons are recyclable (must be rinsed out)
- Glass bottles and containers are recyclable (rinse out)—do NOT place in plastic bags
- Caps and lids of jars and bottles are recyclable
- Newspaper, magazines, food boxes, junk mail, paper bags are recyclable--- place into a paper bag if possible and in the bin. NO envelopes with plastic liners are allowed
- Cardboard that has been cut and tied into bundles is recyclable. CARDBOARD MUST FIT INTO A RECYCLING CONTAINER. LARGE CARDBOARD PIECES OR CARDBOARD BOXES LEFT OUTSIDE THE CONTAINER WILL NOT BE COLLECTED.
- Do NOT recycle plastic bags.

Failure to follow these requirements results in the Town being surcharged. Your BOH members have been at 'audits' where recycling is examined. Large metal items, plastic water bottles in large black bags, large glass items, boxes of trash, *etc.,* were all rejected, weighed and added toward our surcharge.

Remember that cardboard can be taken to the Town Recycling Center (off Spofford Road, Open Saturday, 8:00-3:30), no fee. Large metal items, demolition material, appliances, tires, electronics, empty gas cylinders, *et. al.* are also accepted at the Center for a fee.

	Title 5 review	Soils	Install renew	Hauler renew	Food Renew	Stable renew	Rec. Camps renewals	Well permit	DSCP (new)	DSCP (repair)	Trench Permits	food re-insp	Copies	Tick Tubes	Fines	TOTALS
January		$ 300.00	$ 700.00	$ 500.00	$ 150.00	$ 10.00				$ 100.00	$ 50.00					$ 1,810.00
February	$825.00	$150.00	$600.00		$375.00	$10.00		$200.00	$800.00	$250.00	$100.00			$82.50		$ 3,392.50
March	$75.00		$300.00						$800.00	$200.00	$50.00			$123.75		$ 1,548.75
April	$750.00	$150.00			$150.00					$50.00	$50.00			$369.00		$ 1,519.00
May	$ 1,200.00	$ 150.00	$ 100.00							$ 450.00	$ 50.00					$ 1,950.00
June	$900.00	$150.00	$100.00		$150.00		$150.00	$400.00		$650.00	$200.00					$ 2,700.00
July	$1,125.00	$75.00	$200.00					$100.00		$700.00						$ 2,200.00
August	$1,425.00	$75.00	$100.00					$100.00		$550.00	$150.00					$ 2,400.00
September	$825.00	$600.00						$100.00	$400.00	$200.00	$150.00			$123.75		$ 2,398.75
October	$900.00	$675.00				$10.00		$200.00		$250.00	$250.00					$ 2,285.00
November	$975.00	$150.00								$300.00	$100.00					$ 1,525.00
December	$375.00		$1,300.00	$700.00		$10.00				$300.00	$50.00					$ 2,735.00
TOTAL	$9,375.00	$2,475.00	$3,400.00	$1,200.00	$825.00	$40.00	$150.00	$1,100.00	$2,000.00	$4,000.00	$1,200.00	$0.00	$0.00	$699.00		$26,464.00

ANIMAL INSPECTOR

The Commonwealth of Massachusetts, Bureau of Animal Health, requires that each town appoint an Inspector who shall make regular and thorough inspection of each premise on which there are domestic animals, in accordance with M.G.L. Chapter 129 section 19. Such inspections are necessary to insure humane and proper care of all livestock, to guard against outbreaks of contagious disease, and to provide a census of animals in the state. That being said, Notification from the MA Department of Agricultural Resources, Division of Animal Health, dated September 8, 2020 postponed barn inspections/animal census until next fall (2021). See below.

September 8, 2020
Re: Animal / Barn Inspections for 2020

Dear Inspector of Animals,

We are all continuing to deal with a disease outbreak, the likes of which has not been seen for 100 years. The COVID-19 pandemic has altered the way we live our lives and the way we conduct business. I am hopeful that through continued vigilance the numbers of cases will decrease, and we can all start to enjoy time with friends and family again without raising concerns of transmission. However, until we get there, I think it is important that we mitigate risk as much as we reasonably can. For that reason, I am postponing the routine annual barn inspections / animal census until next fall (2021). Under the circumstances, and with the understanding that our goal is to detect and prevent the spread of infectious disease, this is the most responsible course of action.

There may be properties in your respective municipalities that have had problems in the past. I am asking that you still find an opportunity to check in on these places so we don't have issues festering or animals languishing. In addition to practicing good biosecurity to prevent the spread of animal disease, please also wear a face mask and obey proper social distancing to protect yourselves and residents from COVID-19. I do not need to receive any formal inspection report for these inspections, provided the animals and their conditions appear acceptable. If you find a problem that needs to be addressed, please reach out to me as you normally would. Email is best as we are still not in the office on a regular basis.

As always, you should still be following up on any quarantine issues and responding to complaints received. If you have any questions, we are always happy to assist, please do not hesitate to contact us.

I greatly appreciate all the hard work you do for us. Stay safe!

Michael Cahill, Director

The Town of Boxford requires Barn Licenses for residents who keep livestock on their property. Regulations and applications are available at the office of the Health Agent.

Under Massachusetts state law, all bites, whether caused by wild or domestic animals must be reported to the Animal Inspector. All quarantine issues were handled promptly with some adjustments from the usual to accommodate social distancing. In 2020, 10 incidents involving domestic animals biting/scratching humans or domestic animals were reported. Ten day quarantines were completed without complication in all cases. One quarantine from 2019 which carried over into 2020 was completed without complication. One notification was forwarded to another town after investigation.

Animal Inspectors are required to investigate and issue quarantines in cases concerning possible rabies exposure to domestic animals. Ten such cases were reported involving pet contact with a confirmed rabid animal, wounds of unknown origin, or exposure by proximity. All quarantines were completed without incident.

Owners please keep all pets current on rabies vaccinations – it is very important for the safety of your pet and your family.

Because barn inspections are carried out in the winter months some livestock, principally horses which winter at boarding facilities, are not included in the count.

The information gathered during the annual barn inspections is important for emergency contact and planning. If you keep horses or other livestock on your property during the summer months, please contact Animal Inspector Allison Hayes. Anyone with concerns about livestock health or welfare or questions concerning rabies and quarantine procedures, please contact Allison Hayes.

The able assistance of Alternate Animal Inspector, Ruth Zarach has been greatly appreciated when timely issue or release of a quarantine has been impossible for me to attend to.

Allison Hayes, Animal Inspector

INSPECTOR OF BUILDINGS

I am pleased to submit my report for the Building Department activity during the calendar year of 2020. The inspectors conducted a total of 1,089 inspections during the year.

In the past year our Building Department has seen a significant rise in permitting and inspectional services. We have also met many challenges brought forth by the Covid-19 pandemic. I would like to thank my enthusiastic staff, and especially my Secretary Kirsten Stickney for their dedication to Boxford residents during this trying time. Kirsten's ability to manage our influx of work and keep clear communication among the department is taken with much gratitude.

I have completed 7 years as your Building Inspector this past October and am privileged to have such a devoted group of staff members that are passionate about their service to the residents of Boxford.

Alternate Building Inspector ---------- David Harris
Electrical Inspector ---------- Douglas Small
Plumbing/Gas Inspector ---------- Richard Danforth
Secretary---------- Kirsten Stickney

2020 DEPARTMENT ACTIVITY

PERMITS	FEES	VALUE
Building: 475	$261,963.00	$19,821,194.00
Electrical: 231	$69,239.89	
Plumbing: 125	$47,604.00	
Gas: 175	$14,000.00	

TOTAL PERMITS ISSUED: 1,006

TOTAL FEES COLLECTED: $382,892.64

TOTAL INSPECTIONS PERFORMED: 1,089

Respectfully Submitted,

Robert M. Aldenberg C.B.O.
Inspector of Buildings and Zoning Enforcement Officer

2020	TOTALS
New Home	7
Addition	34
Renovations/Repairs	89
Accessory Building	15
Siding/Roofing	96
Windows/Doors	53
Insulation/Weatherization	57
Solar	22
HVAC	28
Generator	17
Masonry	8
Pool	13
Solid Fuel Burning	6
Temporary Tents	5
Other	9
TOTAL	**459**

THE SEALER OF WEIGHTS AND MEASURES

The Sealer of Weights and Measure generated the following fees in 2020:

Ingaldsby Farms, Wahington Street, West Boxford	$12.00
Paisley Farms, Washington Street, West Boxford	$18.00
TOTAL RECEIPTS	$30.00

Respectfully submitted,

Richard Zulo
Sealer of Weights and Measure

BOXFORD VNA WELLNESS COVERAGE

Wellness Clinics ran through March, 2020 and then were on hold until March, 2021.

Covid 1 Response

- 548 Confirmed cases
- 45 Probable cases
- Each case was contacted either by phone, text or email.
- Cases were told of diagnosis, reviewed results, reviewed guidelines for quarantine for case and close contact guidelines were discussed for family members. Follow up was done regarding coming off quarantine.
- Any outside contacts were notified of exposure and guidelines. If another town was involved, the public health nurse for that town was notified.
- Constant communication with Kendall Longo regarding addresses of current cases and discharge date.
- Communication with other Boxford departments: Fire, Police, Communication Center when appropriate.
- Constant communication with Cole, Spofford Pond and Masconomet MS and HS nursing staff, tri town superintendent, sports personnel when appropriate.
- Communication with epidemiologist at the department of health when needed.

PLANNING AND ENVIRONMENTAL PROTECTION

- AGRICULTURAL COMMISSION
- COMMUNITY PRESERVATION ACT COMMITTEE
- CONSERVATION COMMISSION
- LAKES, PONDS, AND STREAMS COMMITTEE
- LAND COMMITTEE
- PERMANENT BUILDING COMMITTEE
- PLANNING BOARD
- SUSTAINABILITY COMMITTEE
- TREE WARDEN
- ZONING BOARD OF APPEALS

BOXFORD AGRICULTURAL COMMISSION

The Boxford Agricultural Commission is composed of five members. These members are recommended by the Commission for appointment by the Board of Selectmen. Membership consists of two commercial agricultural enterprise operators (landowner or lessee) or individuals from related professions and industries, with the primary goal of promoting commercial agriculture. One of the remaining positions must be representative of Boxford's recreational farming community and the two remaining positions are appointed at-large. The Commission must represent diversity of farming within the Town of Boxford. The terms are staggered three-year appointments. The right to recommend further members of the Agricultural Commission is reserved by the Commission with the intent to be representative of the diversity and scale of agriculture within the Town of Boxford. In addition, up to five nonvoting associate members shall be selected by the Commission for a term of one year to represent Town boards and farming interests.

The Commission holds monthly recorded meetings, generally on the first Tuesday of the month at 7:30 PM. The public is welcome to participate.

The Boxford Agricultural Commission, this year, continued its focus to promote agriculture by maintaining educational topics in its meetings and special program presentations. Such topics included: invasive plant and animal species and how we can deal (or not) with them; pesticides; appropriate use and misuse; protecting our pollinators; and management of the land we have acquired.

Many proposed events and programs had to be cancelled because of the State imposed rulings regarding the Covid-19 pandemic. These included a poultry program entitled "Caring for your flock" co-sponsored by the Boxford Agricultural Commission and the Boxford Town Library. Also, our antique tractor display in Boxford's Fourth of July parade and our annual cookout to benefit the Boxford Fire Fireman's Relief Fund and the Boxford Council on Aging had to be eliminated. Our participation in the Topsfield Fair's annual parade was also cancelled.

The Commission members continue to hold leadership positions on the Massachusetts Association of Agricultural Commission, serving as President and Treasurer.

Respectfully Submitted

Randolph Johnson, Chair
Laura Sapienza-Grabski, Vice- Chair
Frank Di Luna, Esq
Louis Athanas
Charles Kornely

Associate members
Carol Johnson and Todd Hirshon

THE COMMUNITY PRESERVATION ACT COMMITTEE

The Community Preservation Act (CPA) allows communities in Massachusetts to establish a fund that may be spent for certain open space, recreational, historic resource and affordable housing purposes. CPA funds are raised through a local property tax surcharge coupled with matching funds from the state. In May 2001, the voters of Boxford adopted the CPA, approving a 3% surcharge on most property taxes paid by town residents. Moderate income Senior Citizens and low-income households in Boxford may be eligible for an exemption from their Community Preservation Act tax surcharge, if they meet certain criteria. Persons interested in finding out if they are eligible for this exemption should contact the Boxford Assessors' office at 978-887-6000 ext. 141.

In the fall of 2020, Boxford received matching funds from the state totaling $306,970. This payment represented a match of approximately 41% of the $750,946 collected locally in Fiscal Year 2020 through the 3% CPA surcharge.

At the Annual Town Meeting held October 2020, the town appropriated $60,000 for the purchase of the 14 acre Bergstrom Conservation Area, and $25,000 to be placed in the Conservation Fund for future use by the Conservation Commission on CPC eligible projects.

The CPC continued to monitor and approve payment on invoices for various ongoing projects during 2020. The CPC also continued payments on bonds used to fund historic rehabilitation projects at Lincoln Hall and the Aaron Woods School building, purchase of open space at Wunnegen, Cargill Fields and Boxford Common, and the development of recreational fields at Boxford Common.

The Committee: All CPC members serve for terms of one year, expiring the end of June. At Large members are appointed by the Board of Selectmen. Representative members are appointed by their respective Boards. Tiffany Bartke joined the CPC as a new At Large member:
Peter Delaney, Chair, Boxford Housing Partnership Committee representative
Natasha Grigg, Conservation Commission representative
Virginia Havey, Historic Districts Commission representative
Angela Steadman, Planning Board representative
Jon Schwartz, Recreation Committee representative
Barbara Jessel, At Large member
Steve Merriam, At Large member
F. Richard Shaw, At Large member
Tiffany Bartke, At Large member
Staff: Ross Povenmire, CPC Administrator
Phaedra Doucette, Minutes Secretary

CONSERVATION COMMISSION

The Boxford Conservation Commission is composed of seven volunteer members appointed by the Board of Selectmen for renewable three-year terms, and is supported by a full-time Director, a shared clerical staff and a Minutes Secretary.

The Commission holds public meetings on the first and third Thursday of each month, or as otherwise announced. Meetings normally begin at 7:00 p.m. The Conservation Commission office was temporarily relocated during the pandemic of 2020 from Town Hall to the Boxford Police Station. Public communication with the Conservation Office is now conducted primarily by emailing the Conservation Agent, Ross Povenmire, at: rpovenmire@town.boxford.ma.us

The Conservation Commission administers several types of permit review processes under the Massachusetts Wetlands Protection Act and the Town of Boxford Wetlands Protection Bylaw. Policies have been adopted under the Bylaw for administrative disposition of routine, minor matters such as limited tree removal and soil testing.

Activities in 2020

Notable projects in 2020 include the permitting and construction of a new pedestrian bridge at the Wildcat Conservation Area with the assistance of Rich Tomczyk and BTA/Bolt, Inc., and acquisition of the 14 acre Bergstrom Conservation Area with the invaluable assistance of the Essex County Greenbelt Association.

A bridge on Lockwood Lane was closed by the state in the final days of 2018 and remained closed for all of 2019. The Commission conducted a careful review of this complex project and issued an Order of Conditions in 2019 with special requirements to safeguard areas adjacent to the site with historical significance. The construction of the bridge was completed in 2020, and Lockwood Lane was reopened.

The Commission joined with the Ipswich River Watershed Association and Trout Unlimited to develop 30% design drawings for 18 key culverts in the Howlett Brook Watershed (Pye Brook in Boxford). This project was funded by a grant from the state Municipal Vulnerability Preparedness (MVP) program, and the award of the grant was made possible due to Boxford's prior designation as an MVP Community. The project was regional in scope, and serves as a model for future regional MVP efforts.

The Commission held a public hearing on amendments to the Stormwater Management Permit Bylaw to eliminate an exemption for projects within the Urbanized Area that also require a wetland permit. This amendment was adopted at Town Meeting. The Commission also amended the town's Wetlands Protection Regulations by incorporating updated rainfall estimates for specified frequency storms.

The Conservation Commission is directly responsible for the management of 866 acres of Town-owned conservation land in Boxford, as well as an additional 70 acres of privately owned land upon which the Town holds conservation restrictions. The Commission manages these open spaces and conservation properties with significant volunteer assistance from BTA/BOLT, Inc., for which the Conservation Commission is very grateful.

The management of selected conservation areas as agricultural land continued on parcels known as Haynes Field, Peabody Field, Mill Brook Farm Field, Hovey's Pond Meadow, Cargill Fields, Nason Conservation Land Field and Witch Hollow Farm Field. Licenses were issued in 2016 to selected individuals for agricultural use of these fields. A license was also issued for agricultural use of Anvil Farm field in 2019. All these licenses will expire on December 31, 2025.

The Conservation Commission worked with and provided assistance to other Town Boards and Committees, including the Planning Board, the Land Committee, and the Stormwater Advisory Committee.

Conservation Commissioners and Staff

Commission members devote numerous volunteer hours in the review of proposed projects, site visits, meetings, training, and attendance at conferences, including the fall and spring MACC Conferences. Several Commission members also have joint appointments on other Town committees. Joint appointments include Peter Delaney and Natasha Grigg on the Community Preservation Committee and Land Advisory Committee, and Kerri Lummus as the Chair of the Invasive Species Committee. David Smallman also serves as the Chairman of the Boxford Town Forest Committee.

The Conservation Commission staff consists of Ross Povenmire as Director of Conservation, and Judi Stickney as the Commission's Recording Secretary. Leanne Mihalchik provides clerical assistance on a shared basis with other departments.

Conservation Commission members (term ends): Peter Delaney, Chair (6-30-23); Frank DiLuna (6-30-23), Natasha Grigg (6-30-22), Alan Fowler (6-30-22), Mark Mitsch (6-30-22), David Smallman (6-30-23); Kerri Lummus (6-30-21).

LAKES, PONDS AND STREAMS COMMITTEE

The Lakes Ponds and Streams Committee is an ad-hoc committee whose five volunteer members are appointed by the Board of Selectmen to staggered two-year terms. The Lakes Ponds and Streams Committee has no independent regulatory or spending authority; its main purpose is to assist the Conservation Commission and the Selectmen in the management of Boxford's lakes, ponds and streams. The Committee is charged with identifying lake, pond and stream management issues for public discussion and study, such as: lake and pond drawdown, minimum discharge stream flow, management of invasive species, nutrient inputs, regulations relating to the use of lakes ponds and/or streams, beaver control, beach management, and public access. Other committee objectives include: the coordination of public outreach and education regarding lake, pond and stream issues, and to report to the Conservation Commission and Board of Selectmen with its findings and recommendations regarding such issues.

The Committee holds public meetings on the second Tuesday of each month or otherwise announced. Meetings normally begin at 7:30 p.m. The Committee works out of the Conservation Commission office, which is located at Town Hall, 7A Spofford Road, Boxford, MA 01921, and the telephone number is (978) 887-6000, extension 182.

There is not currently a quorum of members, however, and so the Committee has not been able to meet.

Brooks Tingle, Chair
Kerri Lummus
Vacancy
Vacancy
Vacancy

LAND COMMITTEE

The Land Committee consists of five members: one from the Conservation Commission, one from the Planning Board, one from the Finance Committee, and two Members at Large. Our charge is to categorize and prioritize parcels of land for open space, conservation, active recreation, and municipal needs, and to assist the Selectmen in matters involving acquisition of land, easements and other real property interests.

During 2020, the Land Committee in March masked up following the Governors directives and held meetings via zoom. The Land Committee worked with Vanessa Johnson-Hall of Essex County Greenbelt to offer the Bergstrom parcel at spring town meeting. BTA/Bolt Inc. funded a portion along with an anonymous donor and Greenbelt funded all the due diligence. When town meeting finally happened in September the citizens approved the purchase and the parcel was closed on in December 2020. In the fall the Land Committee participated with the Select Board when the Price family partitioned to remove their Willow Road property from Chapter 61 tax designation. This parcel was rezoned in 2018 to an Elderly Housing District. The Price's have been working with Toll Brothers Corporation to create the housing.

The Land Committee encourages landowners contemplating the sale of their property, a donation of their property, or the placing of a Conservation Restriction on their property, to contact our committee so we can evaluate how your parcel affects our open space, recreational, and municipal needs. The Land Committee will, wherever possible, incorporate the Open Space and Master Plan when prioritizing parcels for protection.

For 2021 the Committee hopes that the Covid 19 crisis will end and the Governor will allow us to get back to some kind of normal. We will meet on an as needed basis each month via zoom or in person when allowed. This upcoming year the Committee hopes to focus on community needs and work with other town committees to determine how best to meet the long and short term goals of the town. We thank the citizens of Boxford for their continued support.

Current members;
Peter Delaney Chairman (Cons Com)
Bob Gore (Planning Bd.)
Peter Bernardin (Fin Com)
Natasha Grigg (Member at Large)
Stuart Saginor (Member at Large)

PERMANENT BUILDING COMMITTEE

The PBC is currently charged with several initiatives related to maintenance and improvement of Town buildings and facilities. The current status of each of these is summarized below:

Boxford Common

This project is substantially complete. A storage shed to house the equipment used to maintain the playing fields was completed in September 2020.and a video surveillance system is now operational.

Town Hall/Library HVAC System Replacement and Building Envelope Repairs

The 2019 Town meeting approved funding for design phase services to make repairs to the building envelope and HVAC system. Gienapp Architects was selected to prepare construction documents for the work. Following the decision by the Library Trustees to use $450,000 in available funds from the Library stabilization account to make modifications to interior partitions on the first floor of the building to improve space utilization and improve the user experience for library patrons, it was determined that by incorporating the Library work into the building repairs contract the Town would realize significant cost and schedule saving compared to pursuing the work as separate projects. Through the efforts of the Sustainability Committee, the Town received a DOER reimbursable grant of $195,000 to partially offset the cost of the HVAC improvements

At the September 2020 Town Meeting, voters approved $2,800,000 for construction funding. Classic Construction was the low bidder and anticipates starting work on the site in December 2020.

The Library Trustees have designated Antigone Woodland and John Paul Ryan to serve on the PBC as voting members for all matters pertaining to the Town Hall/ Library project.

The PBC is currently evaluating firms to provide Clerk of the Works/Construction Management Services.

The Center at 10 Elm

Design funding for this project was approved at the May 2019 Town Meeting. The project includes a historic rehabilitation of the Cummings House. The building would consist of approximately 5,000 square feet; and would provide accessible space for programs offered by the Council on Aging, youth programs and community groups. Multipurpose meeting rooms and kitchen facilities would serve a variety of activities. The 1979 former library addition would be demolished.

A competitive solicitation for design firms was conducted and a team led by Gorman Richardson Lewis Architects was judged to be most qualified. GRLA studied a number of alternative designs during the schematic design phase. GRLA has been authorized to proceed with Design Development.

This project will receive partial funding from the Community Preservation Committee. The PBC is coordinating with the CPC to keep them informed throughout the design process. The COA has designated Judy Anderson and Rick Shaw as to serve as their representatives on the PBC as voting members for all matters pertaining to The Center at 10 Elm.as well as for repairs and upgrades to the current Community Center at 4 Middleton

Members of the Historic District Commission and the Council on Aging Have been attending PBC meetings relating to the Center at 10 Elm. formal applications to the CPC and the HDC are currently being prepared by the design team and the PBC.

It is expected that private fundraising would also cover a portion of the project cost. It is anticipated that this project would seek approval of construction funding at the 2021 Annual Town Meeting.

Existing Community Center at 4 Middleton Road

Several building maintenance items have been or are being addressed:

- Installation of new wood flooring on the second floor has been completed.
- Replacement of the accessible lift was completed with funding received from a state grant.
- Exterior painting and miscellaneous siding and trim repairs will be completed in the spring of 2021
- Reconstruction of the accessible ramp adjacent to the parking lot will be completed in the spring of 2021

Lincoln Hall

- Deteriorated ground level windows have been replaced. Additional exterior trim repair and painting will be completed in the spring of 2021

West Fire Station

Kitchen upgrade and floor repairs are 50% complete.

East Fire Station

Women's Showers need to be completed

Department of Public Works

Leaks in the DPW building roof have been repaired by the original contractor under the terms of the warranty.

At the September 2020 Town Meeting voters approved $250,000 to engage services to design, furnish and construct a metal truss fabric building to provide weather protection for equipment. This procurement is currently underway. The lead time for delivery suggests that this will be completed in April 2021.

Cole and Spofford Pond Schools Site Renovations
The Tritown School Union selected Weston and Sampson as design consultants for this project, which was approved by the September Town meeting. The PBC will provide oversight as the design proceeds.

On Call Consulting and Engineering Services
The September Town Meeting authorized $25,000 to engage consulting services for capital project under the joint direction of the Select Board and the Permanent Building Committee. A Request for Responses from qualified firms will be issued in 2021.

Members
Margaret Chow-Menzer,Chair
Robert Hazelwood, Clerk
Scott Novack
Tom Duval
Richard O'Brien, Vice Chair

PLANNING BOARD

Zoning Board of Appeals

The Town's Zoning Bylaw requires that the Planning Board make a recommendation to the Zoning Board of Appeals (ZBA) for each appeal, application, or petition that comes before them. The Planning Board appointed Pat Canonica to act as a liaison between the Planning Board and the ZBA. In this capacity, Mr. Canonica attends ZBA hearings and facilitates communication between the ZBA and the Planning Board.

The Planning Board made recommendations on six ZBA cases in 2020. In one of these cases, the Board upheld the Building Inspector's determination that a machine shop for constructing locomotives was not an allowable use in the R-A Zoning District. In another case involving a manure/soil mixing operation associated with a horse riding facility, the Board found that more information was necessary to reach a determination.

Approvals Not Required

The ANR process allows for the creation of lots with sufficient frontage on existing roads and which meet other conditions under the Zoning Bylaws to be approved without having to go through the subdivision approval process. The Planning Board approved three ANR plans in 2020.

Subdivision Activity

There were no new subdivision applications received in 2020. The Planning Board released Form F covenants relating to expired bonding requirements on two parcels in 2020.

Driveway Permits

In 2008 a Bylaw was adopted to regulate the installation, construction and relocation of driveways. Normal maintenance, repair and repaving are exempt from the Bylaw. In 2020, four driveway applications were reviewed and approved by the Planning Board.

Other Activities

The Board held a public hearing to consider whether the town would exercise a right to purchase under Chapter 61A for a property on Willow Road known as the Price Property, now proposed as the site of the Willows at Boxford elderly housing development project.

Board Membership

The members of the Planning Board are elected to five year overlapping terms of office as follows (term expires as indicated).

Bob Gore	Chair, Land Committee Representative (May 2025)
Chris Wise	Clerk (May 2025)
Ellen Nestervich	(May 2021)
Angela Steadman	Community Preservation Committee Rep. (May 2021)
Holly Langer	(May 2022)
Pat Canonica	ZBA liaison (May 2022)
John Adams	(May 2022)

SUSTAINABILITY COMMITTEE

The Sustainability Committee's primary focus in 2020 was to select and apply for energy savings grants through the Green Community competitive grant program. We applied for and received grants of $5000 to buy a hybrid Police cruiser and of $195,000 for the new HVAC system being installed in the Town Hall/Library. If the Town Hall/Library renovation project is completed by early summer, Boxford will be eligible to apply for new Green Community grants this fall.

The Sustainability Committee also sponsored a warrant article on last fall's Town Meeting agenda. This article was adopted, and it gives authority for the Select Board to explore Municipal Electrical Aggregation for Boxford. Many towns in Massachusetts have already done this. If adopted, Municipal Aggregation can provide options for electricity from standard and renewable energy sources to customers in Boxford at a lower rate than is available through National Grid. This is a long-term project, and electricity options are expected to remain unchanged for a year if not considerably longer.

The Boxford Solar Array that the Sustainability Committee helped to create has continued to provide clean energy and save money for Boxford. Because the Solar Array generates more power than is consumed by the Town, Boxford has built up net metering credits of approximately $200,000.

Projects like the new Town Hall/Library HVAC system that use electricity to power heat pumps for heating and cooling will be able to take advantage of our current excess electricity production. This will allow Boxford to reduce our natural gas consumption, cut our greenhouse gas generation and save money for the Town.

Gary Martin, Chair
Members: Marc Aronson, Pat Canonica, Holly Langer, Keith Sampson

BOXFORD TREE WARDEN REPORT

Boxford has been certified as a Tree City USA by the Arbor Day Foundation and the Massachusetts Department of Conservation and Recreation for 14 years.

In addition to the routine maintenance of the town's trees, a notable achievement in 2020 was the collaboration made possible by the generosity of the Institution for Savings. This collaboration allowed for the donation of 15 trees for the use of the town. There are 3 different native species of trees that were planted at various locations throughout town.

COVID prohibited the town from its annual Arbor Day activities, we hope these will resume in 2021.

Respectfully submitted,
Chris Olbrot, PE
Tree Warden

ZONING BOARD OF APPEALS

Routine operations of the 2020 Zoning Board of Appeals were interrupted by the worldwide COVID-19 pandemic. In January and February 2020, the Board held regular, in-person hearings. In March, April and May 2020, meetings were suspended. Beginning in June 2020 and for the remainder of the year, all meetings were held via video conference.

During the course of 2020 the Zoning Board of Appeals heard eight cases, seven (7) requests for special permits and one (1) appeal of a decision of the Inspector of Buildings. Six special permits were issued, the appeal of the Inspector of Buildings was withdrawn and two cases were continued into 2021.

Of the six (6) special permits issues, two (2) were for accessory in-law-apartments. The Zoning by-law allows for attached accessory in-law apartments, not to exceed 1000 square feet in size or 25% of the gross square footage of the home in size, whichever is less, in single family residence districts.

In addition to accessory apartment special permits, the Zoning Board issued two (2) permits for garage space for more than three vehicles. The Zoning by-law requires a special permit for the construction of garage space for more than three vehicles in single family residence districts.

One special permit issued was an amendment to a previously issued site plan review and two (2) were additions to non-conforming lots.

The appeal of the Inspector of Buildings decision involved agricultural uses at a horse farm. The application was subsequently withdrawn by the appellant when the appellant and landowner entered into a settlement agreement.

Ralph Nay and Steve Merriam continue to serve as full-time voting members of the Board. Steve Merriam serves as vice-chair and Ralph Nay as clerk. The Board was pleased to welcome David Valzania as an alternate. David Peterson is an alternation and attends when called upon by the Board. There remains one (1) unfilled alternate vacancy.

Under the Zoning By-law the Planning Board provides a recommendation on each appeal, application or petition before the Zoning Board. In 2020, the Planning Board provided a recommendation for each case for which the Zoning Board rendered a decision.

Kirsten Stickney continues to serve as the Board's secretary. Kristen serves as the Board's point of contact at Town Hall, provided administrative support and is the Board's minutes secretary.

The Board meets at 7:00 p.m. the fourth Thursday of each month and at other times as necessary.

The Board has two cases on appeal, both in the Massachusetts Land Court.

Douglas J. Balek, Linda Balek, James A. Jones, Jill M. Hitchen v. Town of Boxford and Oliver Parker McComas and Ursula A. McComas The Plaintiffs appealed the Board's decision to issue a special permit for the construction of garage space for more than three (3) vehicles at 34 Brookview Road.

William R. Dery Trustee of the William R. Dery Trust v. Town of Boxford Zoning Board of Appeals, et al. The Plaintiff is challenging the denial of a special permit to construct garage space for more than three vehicles.

Respectfully Submitted,

Paula Lia Fitzsimmons, Chair
Steve Merriam, Vice Chair
Ralph Nay, Clerk
David Valzania, Alternate
David Peterson, Alternate

COMMUNITY SERVICES

- BORDER TO BOSTON RAIL TRAIL COMMITTEE
- BOXFORD CULTURAL ARTS COUNCIL
- COUNCIL ON AGING
- BOXFORD HISTORIC DISTRICTS/ HISTORICAL COMMISSION
- RECREATION COMMITTEE
- RECYCLING COMMITTEE
- VETERANS' SERVICES

BOXFORD BORDER TO BOSTON RAIL TRAIL COMMITTEE

Very little new to report this year. As in past years were still waiting for MASS DOT to construct a paved trail within the three towns of Boxford, Georgetown, and Newbury and waiting for the drafting and signing of a 99 year lease from National Grid to permit these three towns and MASS DOT to move forward on the B2B trail project. For example, a public meeting by MA DOT was again not held for the past three years. The next section MASS DOT plans to build is from Georgetown Road, Boxford north into Georgetown. We still hope this will be completed in the next 3-5 years if there are not more delays.

While waiting for MASS DOT and National Grid, the Boxford B2B trail committee has continued to maintain the rail bed: cutting brush, mowing, and placing more signs for a parallel on road route. National Grid did extensive cutting from Georgetown Road south on the trail. For now, the Boxford B2B Trail is open and usable by walkers, runners, and mountain bikers as a rough, dirt, single-track trail and road bikers can follow the signed on-road route. The Kelsey Arboretum perimeter trail is also open, except during snow cover. Two years ago, we got a $20k grant from Boxford's CPA funds to improve the trail south of Pye Brook Lane to the Topsfield town line. We hope our DPW will add stone dust to that section of trail in 2021. It will then be possible to ride over 10 miles off road from Pye Brook Lane to Peabody and virtually all the way to the North Shore Mall off road. We hope this connection to completed trail in towns south of us leads to more usage of our trail in Boxford. Many towns on the way to Boston have made progress on their sections of trail over the years we have not.

Respectively submitted by Al Nierenberg, Tony Brogna, Carole and Steve Davis, Mark Phelan, Peter Perkins, and David King.

BOXFORD CULTURAL COUNCIL

The Boxford Cultural Council is a community organization supported through funding from the Massachusetts Cultural Council. The BCC is made up of community members who vet and vote on grant applications submitted to us on an annual basis.

We believe that a strong presence of the arts, science and humanities is essential to build a strong community and a thriving educational system. Our primary objective is to develop and fund projects that weave these elements into the fabric of our community. The BCC actively encourages local artisans, musicians, teachers and school organizations to submit grants for consideration to the Cultural Council.

The 2021 grant cycle was elongated due to Covid-19 related delay in finalizing the state budget. We received 18 grant applications, and the following projects were awarded funding for the 2021 grant cycle:

Project Title	Applicant
Custom Google Map of Historic Boxford	Robin Siegel
Bach Again: New Body, Old Soul	Stephen Miles
The Weird Arts House	Caren Tackett
Attracting Birds, Butterflies, Bees, and Other Beneficials	John Root
The Dickens You Say	Frances Baron
Murder A La Carte	Frances Baron
From Boxford to Broadway	Matt DeAngelis
NMYO's 2020-2021 Virtual Season	Terri Murphy
Birdwatching Walk for Adults in Boxford	Scott Santino
Wonderland Spectacle Co. Art and Nature Videos for Kids	Gregory Cook
"Animal Tales" for Summer Reading	Diane Edgecomb
Jean-Francois Millet's Dandelions: How to Pastel Paint	Greg Maichack

In addition, these three 2020 grant programs requested Covid-related extensions and will reschedule their program in 2021: Brass Band at Fourth of July Parade - Carol Christina Eckert, Oceans of Rivers - Anne Loyer, and Imagine Your Story Library Performance - Scott Jameson.

Boxford Cultural Council Members:

Stephanie Meegan, Chair
Kathleen Zolla, Treasurer
Caren Taggart, Secretary
Marya DeCarlen, Member
Carole Davis, Member
Anna Barbieri, Member
Sarah Arrigo, Member

COUNCIL ON AGING

We had planned on 2020 being a busy year for the Council on Aging Board and staff. In addition to the normal day-to-day running of the Council on Aging/Senior Center, we were busy working with the PBC on the design of the Center at Ten Elm while planning monthly fundraising events to support its construction.

All through February we were busy with the preparations for our St. Patrick's Day celebration and our sold-out Murder Mystery fund raiser at Turner Hill. On March tenth the governor declared a state of emergency and everything changed for us overnight. We cancelled all in-person events, and the health and welfare of our older residents became the sole focus of the COA. Our seniors were most vulnerable to COVID-19 and the daily numbers that were coming in from the CDC were frightening. To seniors and their families who find themselves in crisis, the Council has always been a lifeline, but this pandemic was unprecedented because suddenly we had *all* of Boxford's seniors in crisis at once. And their families and loved ones needed guidance and help – especially for seniors who did not have family close by or those older adults who are alone.

The COA went into action. We prepared lists for distribution to town employees and selectpersons so that all residents over the age of seventy would receive phone calls at least once a week checking on their well-being. Staff and volunteers made over 34,000 phone calls to check on seniors.

The use of masks became a necessity and the COA had a steady flow of volunteers who sewed masks for distribution throughout the town.

We requested and were granted permission for a covid relief gift account. Once that was in place, we worked with the Police Department to establish a food pantry at the police station. The First Church Food Pantry joined forces with us to provide food and necessities to all ages in need of assistance.

It soon became apparent that much more needed to be done if we were to keep our seniors safe. At this point we did not know much about how the virus was transmitted and seniors were being told to stay home. We stepped in and did grocery shopping for our seniors from March to July. There were over 60 volunteers who helped take orders, shop, sort, disinfect, re-package and deliver the food to 89 households and 141 individuals. Our weekly volunteers included Fire, Police, town employees, scouts, nurses, COA volunteers and neighbors. The outpouring of support from within our community was inspiring; people donated their time and they donated money toward the purchase of these goods so that no one went hungry or had to be put at risk.

The COA worked with the First Church and BOH for permission to use the church kitchen. From April to July, Pam, Suzanne Malach and the church volunteers cooked daily meals for 20 at risk Seniors not on the Meals on Wheels Program.

The COA purchased a tent in June so that wellness programs, support groups and informational meetings could continue outdoors. We were lucky to have this space for our seniors well into October. We were even researching space heaters when a freak early storm flattened our tent.

From November to January, all COA programming had to be remote. We targeted programs that would keep our seniors healthy, connected, moving, and growing. We researched and offered a broad selection of virtual classes, lectures and entertainment. We worked with BCATv to provide the kind of programming our seniors have requested: yoga, exercise, cooking shows and more.

Before winter we sent out a senior survey to all older adults in town over the age of 60 so that we would have a database to help us plan for the months ahead. Seniors asked for help with snow removal and shoveling and once again our townspeople stepped up to help.

This year we have so many people to thank for their extraordinary support during these extraordinary times.

We give special thanks to the Police and Fire Departments for collaborating with us to ensure the safety of our elder population; our Meals on Wheels Drivers who throughout the pandemic faithfully continue to deliver meals to our homebound residents, and finally our shoppers, cooks, telephone callers and all those who donated to the COVID fund.

Thank you to our weekly shoppers and helpers:

Michelle Abraham, Judy Andersen, Suzi Arsenault, Lois Bell, David Blake, Pam Blaquiere, Tyler Brown, Sam Burnham, Christine Cable, Katie Colangelo, Cindy Comeau, Suzanne Cox, Pi Dounsborough, The Eckert Family, Cindy Fiore, Julie and Beckett Flynn, Kim and Kate Gaffney, Brian Geiger, Elaine Gould, Shelly Grody, Ellen Guerin, Lisa Giugliano, Darlene Hall, Colleen and Calvin Heres, Kathy Hotstetter, Cathy Huppe, Suzanne Malach, Amy Marchese, Jane Merrill, Liz and Bob Murphy, Bev and Peter Perkins, The Posanka Family, The Pyburn Family, Carrie Rafferty, Mike Rioux, Jim Riter, Barbara Robinson, Laurie and John Rowan, Kim and Jon Schwartz, Weston Shamsai, Mike Soper, Judi and Kerry Stickney, Emili and Leslie Vanvolkinburg, Barbara Was, Fe Yako

And finally, to our outstanding COA Director and Staff who went above and beyond this year. They worked tireless and many extra hours to keep our seniors safe because they all believe in working toward the greater good. You succeeded and we thank you.

Respectfully Submitted,

The Council on Aging Board

Elizabeth Murphy, Chairman
Richard Shaw, Vice Chairman
Judith Andersen, Secretary
Christina Eckert
Suzanne Cox
John Shirley
Steve Harvey

Staff

Pam Blaquiere, Director
Lisa Giuliano, Secretary
Elaine Gould, Outreach
Cynthia Comeau, Van driver

HISTORIC DISTRICTS COMMISSION

The Boxford Historic Districts Commission (HDC) was established in 1971. Our jurisdiction is the Boxford Village Historic District and the Howe Village Historic District. We follow the Massachusetts General Law C.40C, the purpose of which is to promote the distinctive characteristics of buildings and historic places, as they relate to and profile the history of the cities and towns of the Commonwealth.

In the Commission's continuing effort to make it easier for applicants to apply and go through the process of being granted a Certificate of Appropriateness, a Certificate of Non-Applicability or a Certificate of Hardship, copies of the current Design Guidelines (revision/updating due in Summer of 2021) at the Town Clerk's office and on the Town of Boxford website. They have also been sent to the real estate offices in Boxford / Topsfield area and in the major markets surrounding the town. Applications can also be found on the town website. Note: There is no longer a fee for an application for a Certificate of Appropriateness.

In 2020 we had a diverse range of hearings – mostly on Zoom -: from temporary signs for various community projects, a variety of restoration and renovation projects in both the Boxford Village Historic District and the Howe Village Historic District, additional updating at Cleaveland Farm and the Lillooet Cheesery and a new plan for a Community Center / Council on Aging building was introduced by the 10 Elm Foundation, The Historic District Commission met for several months with the Permanent Building Committee and the Council on Aging to go over the new plan for 10 Elm Street

This year we welcomed our newest member, Vaughn Miller, owner of Cleaveland Farm. Vaughn is representing Howe Village on the Commission and has a wealth of knowledge regarding restoration of historic properties, especially his own. Currently, the Commission has openings for two additional members: an architect and an attorney. If interested in volunteering, please call or get in touch with any one of the members of the Commission, the Selectmen or the Town Administrator.

The Historic Districts Commission meets on the fourth Wednesday of every month starting at 7:00 PM, at the Community Center on Elm Street or during the pandemic on Zoom. The purpose of the meetings is to hear and act on requests for Certificates of Appropriateness, Certificates of Non-Applicability or Certificates of Hardship. We encourage and welcome all interested residents and guests to attend.

Respectfully Submitted,

Wendy Perkins, Chairman

Members:
Wendy Perkins, Chairman
Virginia Havey, Vice Chairman
Heather Barry
Chris Barensfeld
Andrew Gori
Vaughn Miller

BOXFORD HISTORICAL COMMISSION

The Boxford Historical Commission is responsible for overseeing community-wide preservation planning and the overall care of the town's historic assets. The following are some of the 2019 projects that have been completed and new proposals that are planned for 2020:

Little Red School House

The Friends of the Little Red Schoolhouse are working diligently to renovate and restore the Little Red Schoolhouse. They have almost completed the window restoration and new siding on the exterior is planned for the near future. They have hired an architect to draw plans for the completion and in order to apply for grants and CPC funds. In the meantime they are looking for donations, as during the pandemic they have not been able to have any fundraising events.. If you would like to join this exciting effort please notify either Laurie Rowan at Rowan.Laurie@gmail.com or Julie Diamond: at Julianna12381@gmail.com.

It is the hope of the Commission that Little Red Schoolhouse will become a "window" into school life in the 1860s. It is their mission to have the school be used in the way the Haynes family envisioned when they gave Boxford's last remaining one-room schoolhouse for the use of the children of the town.

Community Preservation Committee.

Virginia Havey represents the Commission on the Community Preservation Committee (CPC). Hopefully, at least one project on the Historical Commission agenda will be presented to the CPC in 2021, to ask for funding to hire a Preservation Specialist to complete a full inventory of the historic assets and dwellings in the town.

Inventory of Historic Properties

It is the hope of the Commission 2021 to have the support of the community to send out another Request for Proposal for a Preservation Specialist to inventory our historic properties. In order for homeowners, that do not reside in either of the historic districts, to be listed in the National Register of Historic Places, the property must be listed in a current Massachusetts Historical Commission inventory. Since Boxford's inventory is outdated, homeowners are prevented from being listed in the register and, more importantly, are restricted from applying for restoration grants and placement on the National Registry of Historic Places. It is the hope of the Commission to obtain CPC funds for this long overdue project.

Cleaveland Farm and Eagle's Nest

The Boxford Historic Districts Commission holds the preservation restriction on Cleaveland Farm and the Boxford Historical Commission holds the preservation restriction on Eagle's Nest. The properties are visited and/ or reviewed on an annual basis and any changes in the exteriors must be approved by the commissions.

Respectfully submitted,

Wendy Perkins
Chairman

Members:
Wendy Perkins, Chairman
Virginia Havey, Vice Chairman
Heather Barry
Chris Barensfeld
Andrew Gori
Vaughn Miller

RECREATION COMMITTEE

THE BOXFORD PARK PROGRAM

Although we had planned to run the Program, and had tentatively hired 50 counselors, we were unable to run the program due to COVID.

We are planning and hoping to be able to hold the Park Program in 2021. The adult supervisors have all agreed to come back.

Christina Eckert

CAMP SACAJAWEA/ STEPPING STONE

Since there was no Camp Steppingstone tenant activity at Camp Sacajawea in 2020, the only item to report is on the condition of the property. The previous year's report included degradation of several buildings and a need for cleanup of storm debris and overgrowth of vegetation. These conditions have worsened. Our tenant usually dealt directly with minor repairs and maintenance. A walk through by our committee with DPW representation is recommended. Although not usually involved, someone from the Permanent Building Committee might also be invited.

John A. Rowen

TRAILS

Everyone who enjoys the Boxford trails system owes a special "Thank you" to many volunteers and the BTA/BOLT, Inc. trails committee. Volunteers maintain the Boxford trail system which includes the Bay Circuit trail thru Boxford. Trail users often return after a walk/run, as a volunteer, to remove a downed tree from the trail or cut back brush that is growing into the trail. Boxford is a "volunteer town." Every year BTA/BOLT thanks the two Boy Scout Troops for their keen interest in helping maintain the Boxford trail system.

Memberships and donations to BTA/BOLT's IRS tax-exempt 501c3 organization are always appreciated so that all Boxford children, adults and visitors may develop a love of the outdoors through utilization of our well-maintained trail system.

The fourth edition of "The Boxford Bay Circuit Guide To Walks in and around Boxford," has been renamed Boxford Trail Guide. The first guide book, The Bay Circuit Guide to Walks in and around Boxford was printed in 1991 with a grant from the National Park Service River & Trail Conservation Assistance Program. Two other updates were printed in 1995 and 2005.

This trails guide book, a children's trail/nature activities book, and the Boxford Trail Map, are available through BTA/BOLT (978-887-7031), the Boxford Town Hall/Library, Boxford Community Store, and West Boxford Provisions.

PARADES

Due to COVID-19, we were unable to hold the Memorial Day and 4th of July parades. A group of volunteers, including John Rowen of the Rec Committee, the Agricultural Commission, PD and FD, organized an enjoyable and successful alternative to the cancelled traditional observance: a drive-by parade. We might plan on repeating the event with the same format as 2020 if the Regular parade and activities are cancelled again.

BOXFORD ATHLETIC FIELDS

The Boxford Athletic Fields are maintained by the Department of Public Works (DPW) and DPW Director, with oversight by BAA.

BOXFORD PICKLEBALL

Some Boxford residents continued to enjoy the new Pickleball courts behind the police station. The Rec Committee did not organize lessons and games this year due to COVID-19 concerns, but some residents took charge of the equipment and arranged play amongst themselves.

Respectively submitted,

John Rowen
Christina Eckert
Jon Schwartz
Maria Simonetti
Tony Pane

RECYCLING COMMITTEE

Our comprehensive Recycling Program in Boxford continues to flourish. In 2020 our town recycled approximately 38**%** of our trash. The charts on the following pages show what items can be recycled, how to prepare them, whether they are collected at the curb or at the Drop-Off Center and any fees. China's "National Sword" policy of severely restricting accepting US recyclables has disrupted recycling markets. Vendors are demanding zero contamination from collected recyclables. Absolutely **NO** plastic bags, **NO** Styrofoam and **NO** liquids or food can be accepted in recycling bins.

There is no direct cost to residents for the curbside collection of recyclables; the trash sticker fee covers this expense. However, there is a charge for some of the items at the Drop-Off Center, 7 Spofford Road. Residents are encouraged to pay any fee at the Drop-Off Center by checks made out to the Town of Boxford. We remind residents that they may **ONLY** drop off recycling items on **Saturdays from 8 AM to 3:30 PM** when an attendant is present to supervise and collect fees. Due to increased costs, we have had to increase fees at the Drop off Center.

Residents can drop off their used motor oil which will be hauled away and recycled. Motor oil and oil filters may only be dropped off on the **first Saturday of every month between 8 AM and Noon for a fee of $1 per gallon or oil filter.**

Our Town applied for and received a recycling grant from DEP for $8,400 which the Recycling Committee will be deciding what projects can be funded within the grant guidelines.

This year we continued collecting and disposing of unwanted prescription medications. Residents can drop off capped bottles of prescription medications 24 hours/day, seven days a week in the lobby of the Boxford Police Station. No syringes, needles or sharps can be accepted at this drop off, but needles can be dropped off at Board of Health office, 2nd Floor of Town Hall, on **Mondays through Thursdays from 8 AM to 2 PM.**

Due to the COVID pandemic we were unable to hold our usual Paper Shredding and Earth Day events this past year but we did hold our thirty-fourth annual Household Hazardous Waste collection day with the towns of Topsfield and Middleton in October. As our usual location for HHW Day at Masconomet High School was not available, Middleton stepped in and offered their former Golf Course for the event. Our deepest thanks to Middleton's DPW for arranging the site. **Our 2021 HHW collection will be held this fall.** Residents are urged to take advantage of this opportunity to properly dispose of any household toxic product.

Through an agreement with the Town of Topsfield's Road Commissioners, Boxford residents continue to have access to Topsfield's composting site. For a **$10** fee per visit payable by first purchasing a compost ticket in Boxford, residents can drop-off brush and yard waste at Topsfield's Highway Facility, 267 Boston St., between April 1 and Nov. 15 from 9 AM to 1 PM on Saturdays.

Please note that our vendor, *Helpsy*, will pay our town for collecting acceptable textile items in their bin at the Drop-Off Center. Items accepted include: clothing, textiles, shoes and bedding which just needs to be clean and dry.

Discover Books will pay our town for collected books in their blue bins at the Drop-off Center.

Volunteers are the lifeblood of our town. The Recycling Committee is extremely gratified by the volunteer efforts of neighborhood groups, Scout troops, families and individuals who normally pick up litter and recyclables from roadways on Earth Day; and by community residents and League of Women Voters members who helped out on Household Hazardous Waste Day.

For easy access to timely recycling information residents can visit the Town's website's recycling pages at www.town.boxford.ma.us. Check out www.freecycle.org. Remember to "Buy Recycled": buying recycled products is critical to making recycling cost-effective for our town by creating markets for the materials we collect.

Please find below the total amount of materials recycled in Boxford during calendar year 2020

Single Stream: Mixed Paper & Cardboard & Commingled
Rigid Plastic Containers #1, #2, #3, #4, #5, #6 #7; Glass; Aluminum cans; Tin cans

TOTAL CURBSIDE 1127

Corrugated Cardboard	75	Tires	123 car
Scrap Metal & Appliances	72	Auto Batteries	50
Computers/TV	13	Motor Oil	750 gallons
Books	2	Oil Filters	2 (55-gal)
Textiles	18		
Salvation Army bins	5	Propane Tanks	42(20#) 20 (1#)

EST. DROP-OFF 185

Combined Tons Diverted(Recycled)	1312
Disposed Trash	2153
Estimated Diversion Rate	38%

Karen Sheridan, Chair
Georgia Cameron
Joanna Daniel
Laura Dike
Linda Shea

Drop-Off Recycling Center

Located behind DPW Garage, 7 B Spofford Road
Open Saturdays from 8:00 A.M. to 3:30 P.M.

Checks made payable to
Town of Boxford

Material	What To Recycle	Preparation	Do Not Include
Aluminum	Pans, foil	Rinse clean.	
Batteries Motor Vehicle *Fee $5 Button Ni-Cd RechargeableBooks	 Car, truck, motorcycle, open cell Small buttons used in watches, hearing aids, pacemakers, cameras Batteries in power tools, computers, camcorders	 Place in marked bin. Place in marked container. Place in marked container.	No alkaline household batteries.
Books	Books Only	Put in Discover Books Bin	No Magazines, Newspapers
Bulky Items *Fee based on volume	Mattresses, sofas, rugs	Place in marked bin.	
C&D-Construction&Demolition Debris Wood *Fee based on volume	Wood, lumber, doors, windows, plate glass, mirrors, plaster, plumbing fixtures, tiles-ceramic, linoleum, shingles, cabinetry, brush	Place in marked bin.	No bricks, mortar, cement, blocks, stones, rubble, hazardous wastes: lead, asbestos, toxic chemicals.
Corrugated Cardboard	Heavy cardboard, usually brown with ridged layer sandwiched between two flat sheets	Must be flattened. Keep dry.	No cereal or gift boxes, frozen food boxes, milk or juice boxes, other types of cardboard.
Textiles	Clothing, textiles, shoes, linens, towels, pillows, hats, costumes	Place in *Helpsy* container	No Magazines, catalogs, directories
Metal Appliances Large Appliances *Fee based on volume	Washers, dryers, stoves Refrigerators, freezers, air conditioners, dehumidifiers	 Doors off.	 No TVs, wood, cement, tires, plastic parts.
Mecury-bearing Items *Fee: **$2** most items **$3**- 8 ft. bulbs, broken bulbs	Fluorescent bulbs, thermometers, thermostats	Place in shed.	
Salvation Army Items Large item pick-up, call (617) 231-0803	Clothes, shoes, blankets, sheets Small appliances Household items, Toys	Clean, reusable. Boxed or bagged, must fit in container.	No soiled, torn, broken, unusable, or items too big to fit in bins.
Scrap Metal *Fee based on volume	Pipes, wire, cast iron, mixed heavy metals, light iron, scrap aluminum	Place in metal bin. Containers must be empty & free of residue.	No closed containers.
Televisons & Computer Monitors, Printers *Fee: $30 – up to 31 inch $40 – 32- 46 inch $50- 47 in +, console	TVs, Computers, Monitors, CPUs, VCRs, DVDs, Stereos, Scanners, Fax Machines, Printers	Place in CRT marked bin	
Tires *Fee: $5.00 each car tire $20.00 each truck tire	Small truck or car	Rims okay.	
Waste Motor Oil & Oil Filters: $1 per gallon/filter 1st Saturdays of Month **Only 8 AM to Noon**	Crank case oil, diesel oil, transmission fluid	Capped containers.	No gasoline, anti-freeze, brake fluid, PCBs, etc. Anything other than what is specifically allowed.

12/31/2020

CURBSIDE RECYCLING

Preparing Recyclables

MATERIAL	WHAT TO RECYCLE	PREPARATION	DO NOT INCLUDE
ALUMINUM	Only pure aluminum cans.	Rinse clean.	**No cans with paper or plastic parts.**
GLASS	Bottles and jars that have been used for food or drink.	Rinse clean, O.K. to leave caps and paper labels on.	**No broken glass, dishes, ceramics, mirrors, plate glass, light bulbs, metallic coverings.**
METAL CANS	Steel or tin & mixed metal tin cans.	Rinse clean.	**No cans with paper parts** **No paint cans.** **No automotive product cans. No scrap metal.**
NEWSPAPER and CORRUGATED CARDBOARD	Newspaper, corrugated cardboard, brown paper bags, magazines, catalogs, telephone books, junk mail, paperboard (i.e., cereal & tissue boxes)	Place in paper bags or tie with string. Cardboard needs to be in 2' x 2' squares or smaller and can be commingled with mixed paper and paperboard. Remove cereal box liners.	**No waxed/coated paper.** **No plastic bags.**
PLASTIC	Only rigid **containers** marked: **#1 – PETE,** **#2 – HDPE,** **#3 – PVC,** **#4 – LDPE,** **#5 – PP,** **#6 – PS, or** **#7 – OTHER**	Rinse clean. .	No item that is not marked with the numbers listed inside the recycling logo. **No Styrofoam** **No plastic bags** **No containers of motor oil, paint, aerosol or hazardous materials** **No food or liquids**
Use it up, wear it out, make it do, or do without. New England Proverb			

These items can only be recycled at curbside, **NOT** drop-off.
The reverse holds true for the drop-off items, only drop-off **NOT** curbside.

12/31/20

VETERANS' SERVICES

The Department of Veterans' Services is to advocate on behalf of all the Commonwealth's Veterans and provide them with quality support services and to direct an emergency financial assistance program for those Veterans and their dependents who are in need of benefits and services. In 1946, the Selectmen of the Towns of North Andover and Boxford voted to form a district and appointed a District Director of Veterans' Services to carry out the provisions of Chapter 115 of the General Laws. The Veterans Service Officer **(VSO)** is located at the North Andover Town Hall on Main Street. Town hall is now operating by appointment only due to COVID -19.

OFFICE HOURS:
Monday 8:00 to 4:30, Tuesday 8:00 to 6:00, Wednesday & Thursday 8:00 to 4:30, Friday 8:00 - 12pm
Office (978) 688-9525 or for urgent matters, mobile (978) 807-7286, or e-mail at
jleblanc@northandoverma.gov

SERVICES PROVIDED AS DIRECTED BY THE COMMONWEALTH OF MASSACHUSETTS:

Financial assistance
Medical Services
Education & Burial Benefits
Property Tax Exemptions
Veterans War Bonus
Gold Star Mothers & Fathers Annuities
Obtaining copies of discharges
Replacement of Service Medals
Burial Internment for Veteran and Spouse
VA Home Loans and Education Benefits
Life Insurance and Widows Pensions
V.A. Hospitals / Clinic Enrollment &
Prescription plan

All of these programs are subject to eligibility according to State and Federal Guidelines.

Expenditures: The Veterans Services salary and office expenses for FY22 total $ 84,676.43. The Town of Boxford apportionment for salary and office expenses total $ 19,136.87

Enhancements: Joe will continue to participate in community and outreach events in Boxford to further foster the relationship between the office and the Veterans we serve.

NORTH ANDOVER / BOXFORD VETERANS SERVICES DISTRICT BOARD MEMBERS:

Joseph LeBlanc
District Director of Veterans Services

Alan Benson
Boxford Town Manager

Melissa Rodrigues
North Andover Town Manager

Are you a veteran or a widow(er) of a veteran?
Is your income less than $ 2,126.00 per month (single applicants) with cash assets below $5,000.
Married Veterans, is your combined income below $2,873.00 month & cash assets below $9,800.
Primary residence and automobiles are not counted as assets
If so you may be entitled to
REIMBURSEMENT of your MEDICAL EXPENSES
and/or
FINANCIAL ASSISTANCE
Under Massachusetts General Law Chapter 115
Call your Veteran's Service Officer for more information
(978) 688-9525 232

2020 VA CLAIMS RECEIVED
for North Andover

$629,280.19 have gone to **254 recipients** per month, equalling an average total of **$2,477.48** per recipient. This is a total of **$7,551,360** received for the year.

This is great news for the office, and I wanted to make you aware. We would not be able to do what we do without the tremendous support we receive from officials in North Andover, and the Town of Stoneham.

VETERANS' GRAVES OFFICER

All Veterans' Graves were decorated for 2020 with a flag before Memorial Day. The graves were inspected and are all in good order. The number of Veterans' Cemetery lots for 2020 are as follows:

Boxford Village Cemetery Georgetown Road East Boxford Village	133	Brookside Cemetery Main Street West Boxford Village	76
Harmony Cemetery Ipswich Road	44	Mt. Vernon Cemetery Mt. Vernon Road	124

Flags were replaced at all Veterans' Monuments this year: (3) at The Melvin Green Monument, (1) at the Fireman's Monument in the East Village, (1) at the Veteran's Morse-Parker House Memorial Park Monument on Washington Street, (1) at The Ancient Cemetery, (1) at The Camp Curtis Guild at Round Top Memorial Site , (l) at Jacob Perkins Grave/Lot Behind 99 Great Pond Road, (3) at The Civil War Monument at the corner of Main Street and Washington Street, (4) at Killam / Curtis Cemetery behind Masconomet Ball fields and (1) at Col. Thomas Knowlton Memorial at West Boxford Historical Society Building.

In addition, the state flag at the James L. Melvin Green is in need of replacement.

Javier G. Morales
Veterans' Graves Officer

INDEPENDENT SERVICES FOR THE TOWN OF BOXFORD

- BOXFORD CABLE ACCESS TELEVISION BCATV
- BOXFORD TRAILS ASSOCIATION/BOXFORD OPEN LAND TRUST - BTA/BOLT
- HEALING ABUSE WORKING FOR CHANGE - HAWC
- HISTORIC DOCUMENT CENTER
- TRI-TOWN COUNCIL ON YOUTH AND FAMILY SERVICES

BOXFORD CABLE ACCESS TELEVISION (BCATv)

501(c)(3) Non- Profit

www.BoxfordCableTv.com

Boxford Cable Access Television Corporation, Inc (BCATv) is a registered 501(c)(3) non-profit public charity, which currently operates 3 local cable television stations accessible by the residents of Boxford:

- Public Access Comcast: Ch 8 Verizon: Ch 45
- Government Access Comcast: Ch 22 Verizon: Ch 39
- Educational Access Comcast: Ch 99 Verizon: Ch 40

Needless to say, this was a year like no other! The shelter in place order came just as the Masconomet Winter Sports season was ending. We immediately closed our studio at 256 Georgetown Rd, and it remains closed as of March 1, 2021.

The first order of business a year ago was to help the Town with remote meeting support. A group of us met at Town Hall with our devices and tested out Zoom, which none of us had heard of. After a couple of hours, we had the general idea of how Zoom worked.

Next task was to be able to live stream these meetings on Comcast Ch 22 and Verizon Ch 39.

Lance Cluster quickly researched and assembled a platform for recording and live streaming remote Zoom meetings. After a few trial runs and adjustments, he built 2 more platforms, so he was able to record 3 meetings at once and live stream one of them as needed.

We had a Topsfield student, Noah Demers, add the same software to his computer, so he could record and livestream the Topsfield Select Board and other Topsfield Zoom meetings. Brad Sweet also has a laptop configured in a similar manner to be used as a fallback. We also purchased our own Zoom license, which we have used on several occasions.

Masconomet Spring 2020 sports were cancelled, but youth soccer was allowed limited play which provided some events for our student videographers to cover. We also had students recording simulated Soccer, Basketball, Ice Hockey and Rocket League games using their Play Stations and X-Box devices while doing play by play voice overs. We called this our SDL (Social Distancing) League. See www.BoxfordCableTv.com for our VOD widget

We also did several Zoom meetings with our local legislators: Reps Len Mirra, Tram Nguyen, and Brad Hill (Topsfield) early in the pandemic to get whatever info they had out to our residents. Once Governor Baker started his COVID-19 Briefings, we began airing them and putting them on our VOD widget.

We got creative by videoing Drive by Birthdays for 10 weeks which were popular and had a ton of VOD views ranging from 23 to 150 with an average of 50 view each. We also recorded a virtual Memorial Day Remembrance, the Black Lives Matter demonstration, Fourth of July car parade,

the Masconomet Drive By parade, the Spofford School Moving on to Masco Ceremony, and the Masco Class of 2020 Graduation at Roberts Field. Musician Erin Harpe provided us with weekly live streams of Delta blues from her living room along with her husband on bass!

Once Summer arrived, so did BAA Men's Softball. Our mostly student crew videoed 90 games making up for the lack of events in April and May! We live streamed at least one per week.

COVID Protocol for high school sports in the fall meant that Football and Volleyball would be moved to March 2021 and attendance by parents at Soccer and Field Hockey games would be limited. To address the attendance issue, we worked out an arrangement with the Masconomet Administration whereby we could have a crew on field so we could livestream all home games.

This arrangement was very well received and continues currently. We livestreamed all home Varsity Hockey games, most home Basketball games, and several Gymnastics and Swimming events. We had upwards of 110 live viewers per event with an average of about 45 viewers.

In summary, this unexpected pandemic provided Boxford Cable Tv with another opportunity to serve the cable subscribers of Boxford in more unique ways.

The Town of Topsfield renewed BCATv's contract to manage the Topsfield Cable Access Media (TCAM) station through June 30, 2021. (We are in the process of submitting a proposal to Topsfield for Fiscal 2022.) BCATv has been providing 24/7 programming as well as live coverage of most Zoom government meetings. All additional costs related to this contract are paid for by Topsfield cable subscribers, plus Topsfield shares approximately half of the cost of BCATv produced Masco events.

Below are statistics on the events that we broadcast to Boxford from 3/1/2020 thru 2/28/2021:

	Public Access	Government	Educational	Total
BCATv Produced	328	273	72	673
Third Party	713	110	0	823
Total	1,041	383	72	1,496

We anticipate that the upcoming months will have restrictions and limitations that we will need to work through, but we are optimistic that we can continue to serve the cable subscribers in Boxford by recording and airing local events of interest to residents of all ages.

Respectfully submitted,

Brad Sweet, General Manager and Controller
Melissa Scheirey, President; Rick Rivers, Secretary; and Doug Dillon, Treasurer - Boxford Cable Access Television Board of Directors

BOXFORD TRAILS ASSOCIATION/BOXFORD OPEN LAND TRUST (BTA/BOLT, INC.)

BTA/BOLT, INC. had a productive year despite the challenges presented by Covid-19.

We have noted a significant increase in use of all the trails and open space and have had additional volunteer and financial support from a wide swath of the North Shore community.

The bridge in Wildcat Conservation Area was completed with donor and CPC funding. Bob Weatherall and crew continue to be wonderful partners and have helped us finish our third project of this kind.

We collaborated with Essex County Greenbelt Association to purchase the Bergstrom land which is contiguous to Boxford's Nason Conservation land and will increase the value and protection of the entire Hovey's Pond land, trails and water.

We had two important speakers via Zoom, Wayne Castonguay, executive director of the Ipswich River Watershed Association, and Ross Povenmire, Conservation Commissioner for Boxford. They addressed their work in river restoration throughout Essex County. We were very happy to have Anne Loyer as well. She is involved with community outreach and performances related to river restoration with IRWA. She and "Oceans of Rivers" will team up with us for guided walks this spring. We have also continued our relationship with the Boy Scouts and Spofford Pond school who's 4th graders appear to be budding climate activists!

We continued our scholarship for a Masconomet Senior and had a modified pumpkin hunt at Boxford Common to accommodate Covid-19 restrictions. We had a terrific "virtual" trail run in the fall which was well attended and kept spirits up as our other regular outdoor events were on hold for health and safety reasons. I do think our newsletter, The Acorn, also enabled us to maintain our presence.

We remain an all-volunteer, 501c3 organization, and are successfully maintaining and monitoring 16 "owned in fee" properties, 10 CRs and 17 "land protected with our assistance" parcels. We have had financial stability and wonderful support from our community this year despite the pandemic.

Respectfully submitted by,

Jessica Grigg, President,

Jeffrey Hixon, Vice President, Catherine Wallace, Treasurer, Jennie Bridge, Secretary, Alison Chase, Steve Davis, Chris Delaney, Bruce Eaton, Judy Gore, Nancy Merrill, Dennis Pyburn, Angela Steadman, Richard Tomczyk, Priscilla Welch

HEALING ABUSE WORKING FOR CHANGE

Name of Organization: HAWC: Healing Abuse Working for Change
Address: 27 Congress Street, Suite 204, Salem, MA 01970
Phone: 978-744-2299 x312 Fax: 978-745-6886 Email: saras@hawcdv.org
Contact person: Sara Stanley Title: Executive Director

Prior to COVID-19, HAWC was providing direct services, shelter, and homelessness prevention services to community-based clients through community-based offices, in district and probate courts, and through interagency partnerships throughout Essex County.

In March 2020, all services were impacted due to the COVID-19 crisis. As an essential business pursuant to the Governor's Advisory and we continue to provide urgently needed services during this crisis. Since March, our 24-hour emergency hotline is fully operational, providing important information and referrals, including connecting folks to food pantries, emergency unemployment and sick leave programs. To protect the safety of both staff and the public, all services are being offered remotely to provide one-on-one advocacy to survivors who are facing increased risk of violence during this time.

Between March and June 2020, we partnered with United Way to distribute critical stabilization funds for rental assistance, food and other necessities to individuals impacted by the COVID-19 crisis. Before the summer break, we worked to connect families to educational resources for their children during the school closure. Likewise, we helped victims of domestic violence to navigate the court system and enforce their rights to seek protective orders while the trial courts and police departments were closed to the public and all petitions must be made telephonically. Now that the courts are open, we are navigating the system with clients providing Legal Advocacy and Legal Representation. We are on call to the Northshore Medical Center to provide support to any patients experiencing domestic violence.

The most significant modification has been to HAWC's emergency shelter. In March 2020, the shelter housed nine adults and 11 children, most under the age of 10. Social distancing was a challenge and many staff had preexisting conditions, making shelter operations impossible. For that and many other key reasons, we made the unprecedented decision to transition each shelter family to a local extended stay hotel. During their stay, each client has received intensive mobile advocacy including safety planning, emotional support, case management, legal services, support for their children, information, and referrals to resources. Their rooms at the shelter are being held and the clients will be able to return once the crisis abates. HAWC is paying in full for the extended stay hotel rooms and this substantial, unanticipated expense is having a significant impact on the agency.

While we did not serve any self-identified residents of Boxford specifically in FY20, accessibility to HAWC services remains critical for Boxford residents in crisis. Importantly, a good number of our hotline calls are anonymous and do not identify town of origin.
Furthermore, HAWC's education and outreach serves to support the wider community understanding of domestic violence and intimate partner violence.

HAWC tracks clients served, and unduplicated services provided. In FY20, HAWC provided 2,186 clients with 16,250 services; an average of 7.4 services per client. By program this is as follows:

- Community-Based Advocacy: 1,382 clients with 13,279 services
- Shelter: 65 clients with 3,106 services
- Legal Advocacy: 1,293 clients with 7,182 services
- Legal Clinic: 226 clients with 292 services
- Legal Representation 29 clients with 50 services
- Parent Child Trauma Recovery Program: 160 individuals served, of which 60 were children, received 1,378 services through this clinical program while 118 individuals - 58 parents and 60 children - enrolled in the 12 week program
- Support Groups: 129 clients attended 952 separate group sessions
- HAWC received 862 hotline calls.

HAWC measures client progress toward goals, specifically obtaining safe housing, recovery from trauma, and understanding of resources available.

BOXFORD HISTORIC DOCUMENT CENTER

While 2020 did not turn out exactly as we had hoped, the Document Center still had an active and highly productive year.

Our new website and increased engagement in social media allowed us to reach a far greater audience than we have in past years. We are thrilled to be able to increase the visibility of the wonderful documentary and photographic collection that we hold of Boxford's past and present, and to be able to share it with a broad group of residents, former residents, and Boxford descendants.

The Document Center's website, www.boxfordhistory.org, has been updated this year to include a "Books" module which lists Boxford family bibles and published genealogies that we hold in our collection. The website also now includes a list of Boxford Town and Subject photographs. Keep an eye out for many more website updates that we are planning in 2021!

We received many requests for information this year, including questions about genealogy, house histories, summer camps, abandoned structures and foundations, Civil War soldiers, ancient trees in town, church pews, silver mines, family bibles and schoolhouses. We also worked to provide historical background to several in-town projects, including the Little Red Schoolhouse, the 10 Elm Foundation, and the Lockwood Bridge construction project.

Looking forward, we are excited about several new projects on the horizon. Liam Quinlan, an Eagle Scout from Boxford, has been collaborating with us to restore the Boxford Historical Bicycle Trail posts around town, and he will be producing an updated version of this book as a podcast, which will be available for free on our website. We are also currently working on upgrading our finding aids to digital formats so that the collection can be more searchable on our website and more readily accessible to visitors. Another interesting project we hope to accomplish is the creation of a custom Google map, which will allow the user to click on various historical points of interest in town and see old photographs of those locations.

We are always looking to acquire new collections. Materials do not need to be "old" or "valuable" as long as they document the history of the town and its people. Among the donations we enthusiastically accept are photographs and postcards of buildings or town events, memorabilia and records of local organizations, schools, and churches, newspaper articles, scrapbooks, and files recording personal involvement in town government.

The Boxford Historic Document Center is open for researchers and visitors on Wednesdays, from 9 to 4, the first two Saturdays of each month from 10 to 3, and by appointment. Please call 978-352-2733 or email boxforddocs@gmail.com with any questions. We also welcome volunteers and interns, and we can provide projects in-house or remotely.

Respectfully submitted,

Robin Siegel
Archivist
Boxford Historic Document Center Board Members:

David Kress, Chairman / Finance Committee
David M. Myers Jr., President
Paul Johnson, Vice President / Finance Committee
Sandra Pinkham, Secretary
Joyce Hazelwood, Treasurer / Finance Committee
Charles Killam, Board Member
Richard Shaw, Board Member
Ron Holmgren, Board Member
Carolyn Bellefeuille, Board Member
Norman Maguire, Board Member

TRI-TOWN COUNCIL

7 Grove Street Topsfield MA 01983
(978) 887-6512 www.tritowncouncil.org

November 1, 2019

Board of Selectmen
7A Spofford Road
Boxford, MA 01921

Dear Boxford Selectmen,

We are pleased to enclose a summary of programs, services and initiatives undertaken by Tri-Town Council during Fiscal Year 2019.

Tri-Town Council is proud to have served the communities of Boxford, Topsfield and Middleton for more than five decades. We work with thousands of youth, parents, educators and vested community members providing parent education, youth programs, professional development, prevention services, after-school enrichment and various types of family and community support. TTC, established in 1968 and originally called the *Tri-Town Council on Drugs,* was organized by concerned citizens to address youth drug and alcohol abuse. While our service delivery model has adapted to account for changing times and needs, this focus continues to be foundational in our work.

As a result of *your* support, TTC is a community mainstay actively working with the Masconomet Regional School District, Tri-Town Elementary Schools (TTSU), law enforcement, public health and many community partners. We are laser focused on strengthening youth social and emotional well-being; working with our partners to build the important assets that all youth need to support and empower their healthy choices, self-esteem and resiliency through childhood, adolescence, growing into responsible, caring, and resilient adults.

Tri-Town Council continues to support and adapt to the evolving needs, concerns and priorities of the community and its stakeholders through cooperation and collaboration with our schools, parents, youth, law enforcement, public health, community organizations, legislators and many local and regional resources.

We deeply appreciate the support from the Town of Boxford whose residents voted to provide Tri-Town Council with $29,614 in FY19. Municipal Funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. This funding is vital to the financial health and organizational stability of Tri-Town Council.

As we celebrate are more than 50 years of service, we thank you for your continued support of Tri-Town Council and for partnering with us in this important work for our youth and our community.

With gratitude,

Stacie Bloxham
Stacie Bloxham
President, Board of Directors

Meredith Shaw
Meredith Shaw
Executive Director

TRI-TOWN COUNCIL
working together for kids

Our Community. Your Impact.

HORIZONS

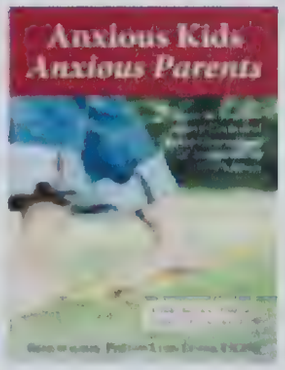
over **80** classes K-6 serving 600+ children

YEAR-ROUND HORIZONS PROGRAMS

Camp Invention

including Camp Invention, Sk Bradford and LEGO Engineering & Video Game Design

PARENT/EDUCATOR WORKSHOPS



- Stress & Anxiety
- Youth Issues and the Developing Brain
- Social Media Safety
- Addiction & the Developing Brain
- Internet Safety
- Boy Sense (Emotional Intel for Boys)
- Social/Emotional Skill Development
- Essex County DA Safety Conference & more

YOUNG BRAIN UNDER CONSTRUCTION

SPONSORED PROGRAMS

- DASH (Disability Awareness Starts Here)
- Rock Band
- Samba Ensemble
- Sponsor-a-Child

OPEN GYM

- Saturday nights during winter for MASCO Youth
- Special welcome event for incoming 7th graders

THE COALITION

Connect, Communicate, Prevent.
A TRI-TOWN COUNCIL PROGRAM

Community Partnership
Promoting healthy behaviors and youth norms, and fostering an environment where youth choose to be substance free

Community Education
- Town-wide Mailings
- News Articles
- Quarterly Newsletters
- Substance Use Education & Advocacy
- Resources & Referrals
- Community Conversations

Convening
35 Members **12** Sectors

TEEN PROGRAMS

- MASCO Youth Leadership Councils
- Youth Action Advisory Board
- MA Conference for Women
- Youth Artisan Fair
- Boys Mentoring Program
- Girls 4 Girls Mentoring Program
- In-school speaker programs on relevant issues

YAAB

RESOURCE FOR FAMILIES IN NEED

DEVELOPMENTAL ASSETS

Building blocks for healthy, resilient, empowered youth

ALL-NIGHT GRADUATION PARTY

A 50-plus year tradition with **90%** class participation!

YOUTH RISK BEHAVIOR SURVEY

2,000 youth at MASCO & Community Adult Perception Survey

PROJECT Safety Net
when times are tough
call or text 24/7 for help **978.771.4619**
it's anonymous

www.tritowncouncil.org @TriTownCouncil

TRI-TOWN COUNCIL
working together for kids

TRI-TOWN COUNCIL ANNUAL REPORT - FY 2019

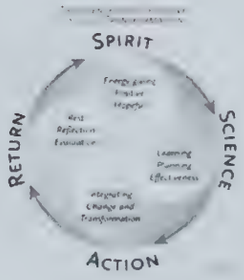
Celebrating over 50 years supporting Tri-Town Youth and Families!

WHO WE ARE: Serving and supporting youth and families for over five decades, Tri-Town Council (TTC) continues our commitment to ***support* and *empower youth*** to make healthy and safe decisions and to provide parents/guardians, educators and community members the tools and strategies needed to support youth in effective, positive and impactful ways. **We are a 501c3 not-for profit organization proudly serving the communities of Boxford, Middleton and Topsfield, Massachusetts**.

Each year we offer a variety of mission-driven programs and services including youth leadership, parent education, professional development, prevention services, after-school enrichment and various types of family and community support. Established in 1968 and originally named the *Tri-Town Council on Drugs,* TTC was organized by concerned citizens to address underage youth drug and alcohol use. This grassroots effort has evolved over the years to become a vibrant community mainstay centered on ***positive youth development***.

Our work is guided by the **Developmental Assets Framework** and **Positive Community Norms (PCN) using** The Science of the Positive **(SOTP). Developmental Assets** are 40 research-based, positive experiences and qualities that influence young people's healthy development, helping them become caring, responsible, and successful adults. Grounded in the tenets of positive youth development and rooted in prevention research, the Developmental Assets Framework is widely used in the United States and, increasingly, around the world in support of the health and well-being of youth.

The Positive Community Norms approach to improving community health is founded on the Science of the Positive**.** Science of the Positive focuses on growing the healthy, positive, protective factors that already exist in our community**.** It is based on the core assumption that the positive is real and is worth growing – in ourselves, our families, our workplaces, and our communities (Linkenbach, 2007). Dr. Jeff Linkenbach, whose research and frameworks guide TTC in this work, presented to TTC and many community partners in November 2018.



HOW WE DO OUR WORK: We achieve our annual programming goals as a result of strategic collaborations with a host of community partners including Masconomet Regional School District, Tri-Town Elementary School Union, health departments, police departments,

faith-based organizations, local legislators and mental health professionals among others to provide social/emotional wellness, service-learning, leadership, enrichment and recreational programs for youth; parent/guardian education, workshops and family support; and professional development opportunities for our educators. ***It is as a result of these partnerships that TTC, whose small staff of employees (2.75 FTEs), is able to accomplish our ambitious goals each year reaching thousands across the tri-town community.***

TTC is powered by financial support from the Towns of Boxford, Middleton and Topsfield along with hundreds of individual donors; community and family foundations; and corporate and institutional grants, which together make our work possible.

OUR IMPACT: In the 2018-2019 program year, TTC's efforts reached **thousands** of youth, parents and educators with **more than 100** educational, enriching and empowering programs and workshops including alcohol, vaping/tobacco & drug prevention education for youth and adults; implementation of the biennial Youth Risk Behavior Survey at Masco MS and HS collecting substance use, behavior and perception data; programs which focus on adolescent behavior and raising resilient teens; a community conversation on mental health; the unique challenges of raising boys; youth leadership workshops; peer mentoring; after-school enrichment; and substance-free events among others.

CORE PROGRAMS

The Coalition - established in 2010, The Coalition continues to expand its activities and reach. This TTC program is a community-wide partnership which includes our schools, law enforcement, public health, mental health professionals, faith-based, civic organizations, youth and parents. The Coalition is TTC's directed focus on reducing and preventing substance use among tri-town youth. *The Coalition* provides local coordination, collaboration, education and advocacy towards the ultimate goal of reducing youth substance use ensuring and sustaining a healthy tri-town community for all. Activities include data collection/dissemination, substance-free activities, information/education campaigns, youth engagement and advocacy. The receipt of multi-year grant funding from the Peter and Elizabeth Tower Foundation has allowed TTC to further expand and deepen the work of The Coalition including hiring a dedicated Coalition Coordinator in FY19.

THE COALITION
Connect. Communicate. Prevent.

TRI-TOWN COUNCIL
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Horizons After-School & Summer Enrichment - Horizons is available to K-6 elementary school children in Topsfield and Boxford during the academic school year and to all Tri-Town K-6 residents during the summer. Classes, taught by experienced adults, may include art, science, chess, yoga, cooking, physical activity, Lego Engineering, sewing, drama and nature workshops. We continued to offer several classes initiated and taught by Masconomet High School youth with adult supervision including ultimate Frisbee, dance and art which provided leadership and mentoring opportunities for our high school youth. These teens also serve as wonderful role models for elementary youth. Horizons is offered in 2, 4, 6 and 8 week sessions during the fall, winter and spring; weekly during the summer; and includes a 6-week ski program for Boxford youth grades 3-6 at Bradford Ski. Community service opportunities are available for high school youth to assist in Horizons classes to make programs accessible for students who may need additional support. In FY19, **14 high school youth participated in the Teacher's Assistant program**. Programs are held at the elementary schools immediately after dismissal during the school year and new this year several classes before school. Summer programs are held at various locations in the Tri-Town. During FY18 more than 500 Tri-Town elementary youth participated in after-school Horizons and **10 high school youth and 12 middle school youth served as volunteer counselors** during summer Camp Invention.

Youth Action Advisory Board (YAAB) – this dynamic and dedicated group of Masconomet high school students serves under the umbrella of **The Coalition** and works with community leaders and peers to address issues that matter most to teens. YAAB is about speaking up, speaking out and making a difference in the community. YAAB is coordinated by TTC's Youth Program Director. FY19 activities included 2 community showings of "If They Had Known", participating in training offered by The 84 Youth Tobacco Prevention in advance of a visit to the MA Statehouse as part of The 84 advocacy group, presentations to local boards of health and selectmen and peer education focused on vaping.

All-Night Graduation Party - Tri-Town Council sponsors and coordinates this annual event with the input and support from parents of Masco Seniors. This event, run since our inception in 1968, takes place the night of graduation with approximately 80% of seniors participating and is chaperoned by parents of underclassmen and TTC staff.

The graduates enjoy a full night (9PM-7AM) of fun activities and food with buses transporting them to each location (kept secret from the seniors) keeping them safe on a high risk night. More than 200 graduated seniors and 35 chaperones participated in the 2019 event.

Tri-Town Council Scholarship Program- Scholarships are awarded to three graduating Masconomet Seniors, one from each of the tri-towns, recognized for their community service and being exemplary role models to peers during their high school years. **The 2019 recipients were Sydney Brooke, Michael Duest and Joseph Perkins.** FY19 marks the 9th year these scholarships have been awarded. In FY19 TTC awarded $500 to each recipient.

Project Safety Net 24/7 Helpline – Counseling provided 24/7 via telephone and text access to a licensed mental health counselor. **Project Safety Net** is used by both parents/guardians seeking advice or guidance regarding issues with their children, and youth in need of someone to talk to as well as concerned community members for information, referral/crisis counseling.

PROJECT Safety Net
when times are tough
call or text 24/7 for help 978.771.4619
it's anonymous

Tri-Town Community Resources for Families in Need - TTC and the Masconomet School Health Council (SHAC) provide a comprehensive list of local resources, regional and state resources to include mental health, substance abuse, food/fuel assistance, safety and more. This resource list (Community Resource Guide) updated in August of 2019 is accessible on-line and in print. TTC also works with schools and local agencies to facilitate support for tri-town families in particular need during the November/December holiday season. This support includes non-perishable food items plus a gift card to a local grocery store provided by Christian Angel Smile Foundation at Thanksgiving and Christmas.

Youth Risk Behavior Survey (YRBS) – The YRBS is a data collection tool which focuses on the major risk behaviors that threaten the health and safety of young people as well as the peer, adult, and community supports they have in place. This tool is used across the state and nationally to assess youth behaviors and perceptions. Administered biennially to Masconomet middle and high school youth since 2010, the anonymous survey includes questions about alcohol, tobacco, vaping, marijuana and other drug use; bullying; depression; stress; sexual behaviors; dietary behaviors, physical activity; screen time; protective factors; and behaviors associated with intentional or unintentional injuries. Data from the survey provides accurate estimates of the prevalence of risk behaviors and perceptions of use among Masconomet middle and high school youth. This information is used to inform health education and risk

prevention programs within the schools and community. The YRBS was administered in November 2018 to almost 2000 middle and high school youth. The Executive Summary was released in the spring of 2019. Survey findings were first presented to TTC's YAAB Board then to a self-selected group of Masconomet High School Youth in a one-day data retreat held on a Saturday in March 2019. The data was presented to the Masconomet School Committee in May 2019 with YAAB member support. Presentations to stakeholders will continue in FY20 including a Community Conversation scheduled for January 2020. The survey data is used to inform TTC programming, in particular our Positive Community Norms initiative, and is shared and used by Masconomet, public health, and others. Executive summaries of all YRBS administered are available on the Masconomet and Tri-Town Council websites.

Adult Perception Survey (APS) – conducted biennially since 2011 and implemented by TTC with the support of our Coalition partners, this survey asks tri-town adults (parents, teachers, administrators, law enforcement, clergy, business owners as well as any other adult vested in the local community) for feedback on issues youth face, or will face, in making safe, healthy choices as they grow and mature. Participation is open to all tri-town adults who parent, educate and care for and about tri-town youth. 268 adults participated in the 2019 survey, offering us an insight into areas of concern as well as perceived alcohol and drug abuse among tri-town youth. This information will be presented to the community in conjunction with the YRBS survey data in January 2020. Executive summaries of past Adult Perception Surveys are available on our website. The 2019 Adult Perception Survey data is in the process of being analyzed and will be available on our website.

ENRICHMENT PROGRAMS & WORKSHOPS

Youth Workshops/Activities

Massachusetts Conference for Women (Young Women's Program) Tri-Town Council, for the 8th year, secured sponsorship for 8 Masco Junior and Senior girls and 3 adult chaperones to attend this annual event in December which focuses on leadership, self-esteem and empowerment. For the past two years, TTC's participation has been sponsored by State Street Bank.

Open Gym Nights for Middle & High School Youth – run by Tri-Town Council for Middle and High School youth on select Saturday evenings during the winter months from November-March in the Masconomet Field House.

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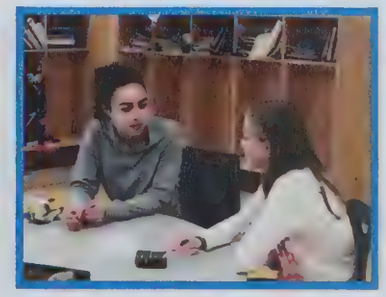
Open Gym is a free, supervised drop-in program for Masco teens. Activities include basketball, floor hockey, Frisbee, board games and some craft activities.

Open Mic Nights for High School Youth - new this year, Open Mic held on several Friday nights throughout the school year are designed for high school youth only; giving them an opportunity to perform in an uncensored, judgement free, supportive environment. Teen performances included poetry, music, storytelling, and comedy. Tri-Town Council partnered with Creative Co-Op in Topsfield to host these teen events.

6th Grade Fun Night in its 6th year - This two hour event provides another opportunity for tri-town 6th graders to meet in a casual environment for an evening of games and activities. Middle and high school youth help plan and facilitate activities during the evening. TTC provides 1-way bus transportation from the upper elementary schools to Masconomet to encourage participation. More than 250 6th graders and more than 30 middle and high school volunteers attended in May 2019. Katelin Kim, a graduating senior and TTC intern, created a video of 2019 6th Grade Fun Night.

Girls 4 Girls Mentoring Program – completing its fourth year, the mentoring program is run at Howe-Manning School, Spofford Pond School and Proctor School. This impactful program matches girls in grades 5-6 with Masconomet High School girls grades 10-12 who meet regularly October-June to develop relationships, serve as a mentor, role model and help with the transition to middle school. TTC works collaboratively with Howe-Manning, Proctor and Spofford School staff in program design and delivery. In 2019 there were 33 Mentor/Mentee matches (total 66 participants) among the three communities.

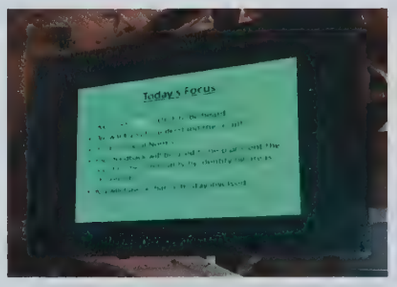


Boys Mentoring Program – Building on the success of the Girls 4 Girls Mentoring program, TTC initiated a boys mentoring program matching high school youth with boys in grades 5 & 6. The boys meet during TTC's Saturday Open Gym nights. The Mentors and Mentees actively engage with one another in myriad activities that include sports, games, partner activities

and science and building challenges. During this past year we had 10 elementary boys and 9 high school mentors participate.

Intergenerational Programming – TTC works closely with the Topsfield Council On Aging (COA), school and community partners to support Intergenerational activities in Topsfield, linking older adults with tri-town youth. This program benefits young people by providing opportunities to engage with older adults in positive and structured ways; learn from their experience and wisdom; and affords our seniors an opportunity to stay socially engaged, come to know young people as assets as well as share their experience and wisdom. TTC teamed up with the Topsfield COA, the Proctor Planet Protectors and other students, as well as GREEN Topsfield for the design, installation and planting of the Proctor Intergenerational Garden. Through the grant-writing efforts of the Proctor Wellness Committee, accessible garden beds were purchased, assembled and planted by TTC and the committee. During the Proctor "Day of Service" youth toured the **Rest Stop Ranch** in Topsfield, an intergenerational garden artfully designed as a sanctuary for all touched by long-term illness. Following the tour, we planted vegetables, herbs and flowers in the raised beds, utilizing composted materials. Families signed up to water the Intergenerational garden throughout the summer and in the Fall, youth participated in "harvesting" the vegetables, creating salsas, pestos and other recipes featuring abundant vegetable. Plans are to expand TTC's IG programming initiatives to Boxford and Middleton in the coming year(s)

High School Retreat - Sponsored by TTC and YAAB, this year's high school retreat was focused on the 2018 Youth Risk Behavior Survey. Held on a Saturday in March, more than 20 high school youth spent 6 hours with TTC staff digging into the YRBS results. During the day participants spent time reviewing key sections of the survey exploring and considering what the data says about tri-town youth health and well being. Participants were asked to share their experiences as a teen in the tri-town community as well as to identify key youth strengths and concerns as noted in the survey results based on their perspective. Their feedback was incorporated into subsequent presentations and will be instrumental in the Community Conversation to be held in January (FY20).



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6th Grade Student Transition – Facilitated by Masconomet Middle School Guidance staff, select Masco Middle School students are transported for visits to 6th grade students at the three upper elementary schools answering questions and concerns regarding their upcoming transition to Masconomet. TTC funds transportation costs for this annual visit which is an important part of the 6th graders overall preparation for Middle School.

Youth Artisan Fair @ Strawberry Festival - held in conjunction with the Topsfield Strawberry Festival in June. This program affords tri-town youth aged 9-18 the opportunity to sell their handmade, quality items as well as polish their business and public speaking skills at a fun, community event. 13 youth artisans participated this year.

In addition to our diverse program offerings for youth, Tri-Town Council offers **internship opportunities** through Masconomet's Senior Internship program, in FY19 two Seniors participated. Additionally, TTC staff work with local Girl Scouts to serve in Mentor roles for **Gold Award** candidates as appropriate.

Parent/Community Presentations & Workshops

Surviving Adolescents: Outwit, Outplay, Outlast! - Presented by Mark Altman for parents/caregivers of middle school aged youth. This 2 hour hands-on workshop focused on helping attendees learn how to establish mutual respect with their teens; how to open communication channels; and how to establish healthy relationships with their adolescents.

Science of the Positive - Why it Matters...How Shifting Perceptions Leads to Shifting Realities - Tri-Town Council was honored to offer this inspiring program to the community in November 2019. Presented by Dr. Jeff Linkenbach from The Montana Institute, this keynote presentation offered our community partners an opportunity to learn and explore how focusing on & growing the positive can lead to community transformation; how to identify, measure and grow the positive that already exists in our communities; how to apply the Science of the

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Positive Framework to shift perceptions, behaviors and improve health outcomes. The morning presentation was followed by an afternoon of professional development for TTC staff enabling us to further our work with the SOTP Framework. The funding for the keynote and subsequent professional development was provided by the Peter and Elizabeth C. Tower Foundation.

In Plain Sight - an adults-only (over 21) exhibit offering an opportunity for participants to explore all of the ways drugs, alcohol and other risky behaviors (self-harm, eating disorders) can be hidden in plain sight via a mock teen bedroom. The interactive exhibits offered opportunities to identify red flags, talk to local experts and gather resources. This 3 day event was held at the Topsfield Fairgrounds, Coolidge Hall, in partnership with many Coalition partners including the Topsfield, Boxford and Middleton Police, Fire and Health Departments.

"If They Had Known" - Sponsored by our **Youth Action Advisory Board**, this powerful documentary focuses on the risks of recreationally mixing prescription drugs with alcohol. It is an honest and emotional account of what happened the night of Clay Soper's death, a 19 year old college student from Winchester, MA spoken by the friends who were with him. **YAAB** hosted two viewings, one at Masconomet and the other at the Topsfield Library. At both venues members of **The Coalition** were on hand to answer questions, provide guidance and advice to those in attendance. Screening generously funded by The Foundation for Alcohol Education.

Boy-Sense: Decoding the Developmental Needs & Nurturing the Resilience of Boys at Home & School - presented by Boxford resident and consultant Stephanie Meegan, this popular program is intended for parents/caregivers and educators of boys in grades preK-6th. Attendees received practical insights and simple, yet powerful recommendations that they could easily implement at home and in the classroom supporting the unique needs of all young boys.

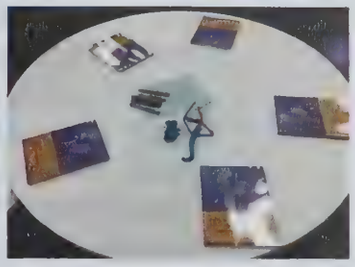
Vaping Presentation - On March 4th, Diane Knight, Director of the Northeast Tobacco Free Community Partnership and toxicologist Cindy Grondin, PhD presented "The New Look of Nicotine Addiction" to the community. Community members were invited to attend to learn about and access resources on what vaping products are, why they are harmful, and how to protect youth from this latest trend.

A Conversation About Mental Health - Jointly sponsored by Tri-Town Council, **Senator Joan Lovely** and the Congregational Church of Topsfield, this program featured

Judge John T. Broderick and provided an opportunity to discuss how to reduce stigma, increase awareness and build support & empathy in our community and beyond. This event, open to adults and high school aged youth, included guided conversation and opportunity for Q&A with an expert panel representing NFI Massachusetts, Inc., National Alliance on Mental Illness (NAMI), Health Services Director at Masconomet, Baystate Recovery, Beth Israel Lahey Health, The Nan Project and McLean Hospital.

Professional Development for Educators, Administrators & Community Partners

- **Youth Mental Health First Aid -** in this 8 hour workshop held over 2 days, participants learned risk factors/warning signs of common adolescent mental health challenges; the importance of early intervention; how to support youth developing signs/symptoms of mental health illness or emotional crisis by applying a 5 step core action plan. This impactful and free program was offered two times in FY19 (Fall and Spring) and will be offered two times in FY20 and FY21 as a result of the generous funding provided by the Peter and Elizabeth C. Tower Foundation.



- Sponsored local participation which included school and law enforcement representatives as well as TTC staff and Board of Directors at the **Essex County District Attorney Annual Safety Conference** in May. The 2019 topic was *Healthy School Environments: Responding to Sexting & Vaping*.

COMMUNITY OUTREACH

TTC is a trusted resource for children and families in the Tri-Town area. TTC works to expand its community engagement by participating whenever possible in community events and regularly attends meetings of town and school boards to share our work. Outreach included:

- Masconomet MS and HS Open Houses
- Presentations to Boards of Selectmen
- Presentations to Boards of Health and Planning Boards
- Presentations to School Committees (K-12) and Parent Advisory Groups
- TTSU Parent University
- Proctor School Wellness Fair
- Middleton Gets Moving Night
- Topsfield Strawberry Festival/Youth Artisan Fair
- Programming information sent weekly via TTC e-mail newsletter to over 2500 addresses

- Social media presence including TTC Facebook page and Twitter

AFFILIATED ORGANIZATIONS

Tri-Town Council has affiliated organizations which benefit from our non-profit status, administrative support and fiscal sponsorship affording them the opportunity to serve the Tri-Town community including:

Tri-Town Rock Band - Tri-Town Rock Band is an inclusive performing pop-rock ensemble and is comprised of Tri Town students with disabilities in grades 6–12 who are interested in learning and playing pop & rock music appropriate for advancing musical skills. Participants work with youth mentors who possess strong musical and mentoring skills. Since its inception in 2016, the band has learned 14 songs and publicly performs at least four times a year. This program is under the direction of Andrea Monty, Director of Spofford Pond Band. Check out this terrific performance at a Best Buddies event at Masco here: https://www.youtube.com/watch?v=fhmVktK5B2g

Disability Awareness Starts Here (DASH) Since 1994, D.A.S.H. has provided an innovative, hands-on sensitivity awareness experience for elementary school students in Boxford, Topsfield and Middleton. This parent-led program relying on more than 250 volunteers annually is embraced by the elementary school district, emphasizes **abilities** rather than disabilities; encourages empathy and understanding; fosters an atmosphere of mutual respect and friendship; and strives to eliminate fear and misunderstanding. Each year all youth in second through fifth grade participate in this program; first grade youth participate in an abbreviated program. D.A.S.H. presents four unique curriculums which utilize hands-on activities designed to simulate what it is like to live with a disability. Children are encouraged to explore their feelings, think creatively, and discuss alternatives and solutions to the challenges created by a disability. Each program concludes with a guest speaker where the children are invited to ask questions and share their new perspectives. **The grade level curriculums are Visual Impairments - Grade 2; Hearing Impairments - Grade 3; Invisible Disabilities - Grade 4; Physical Disabilities- Grade 5.**

Sponsor-A-Child – a Boxford-based program run at Cole and Spofford Pond Elementary Schools since 1980, provides a tangible and meaningful way for elementary school children to be part of a community service activity along with their classmates and family. This program raises awareness about children, close to home, who are underprivileged and in need, and how others, both individuals and a community can help. Sponsor-a Child working with Santa's

Helper of Salisbury, facilitates the donation of hundreds of wish list gifts (clothing and essentials) with the help of dozens of classroom volunteers to more than 40 needy children during the 2018 holiday season.

TRI-TOWN COUNCIL LEADERSHIP

Tri-Town Council Board of Directors provides leadership, governance, fiscal oversight and long-term strategic planning in support of the organizational mission. Led by an Executive Board consisting of a President, Treasurer and Secretary, sub-committees and an Advisory Board, the Tri-Town Council Board is engaged in the vital and on-going process of identifying and achieving the goals and objectives of the organization.

Tri-Town Council employs a full-time Executive Director who is responsible for the development and implementation of programs and services, provides organizational leadership and management; and several part-time professional staff members who assist with program implementation, communications, youth activities and business functions.

TTC's professional work space is located at 7 Grove Street, Topsfield. In addition to the primary space on the second floor, TTC has a dedicated program space in the basement of this building where we host meetings such as The Coalition, YAAB as well as a variety of programs.

OUR FUNDING

Municipal funding contributions from Boxford, Topsfield and Middleton represent a significant portion of Tri-Town Council's annual operating budget. The balance of our income comes as a result of private donations, corporate donations, foundation contributions, grants, fee for service programs and fundraising events. This funding is vital to the financial health and organizational stability of Tri-Town Council.

IN SUMMARY

Through our educational, enrichment, mentoring and leadership programs, sponsored programs and organizational affiliations, Tri-Town Council proactively provides support and addresses current and emerging concerns of the Tri-Town community. We collaborate with schools, parents, youth, law enforcement, community organizations, legislators and area resources to insure the highest impact and most cost effective delivery of our programs and

services. We maintain high visibility in the community through our website: www.tritowncouncil.org, weekly

E-news to more than 2800 subscribers within our in-house database and through school newsletters and blogs, in local media resources such as the Tri-Town Transcript, the Salem Evening News, PTO directories and other organizational websites including Masconomet and the Tri-Town School Union.

We also connect with parents/caregivers, youth and community members via Facebook **(over 750 page follows)** and Twitter, providing important programming information as well as resources pertaining to various youth & family issues, social and emotional challenges and guidance in raising children of all ages. Our newly designed website, E-news and social media posts contain timely information for parents/guardians, educators and youth on topics such as resilience, asset building, bullying and cyberbullying, social media and Internet safety, stress/anxiety management and alcohol, marijuana, vaping, prescription drug and other forms of substance abuse as well as updates regarding Tri-Town Council events and activities.

Tri-Town Council actively participates in and collaborates with several Tri-Town committees including the Masconomet School Health Advisory Council (SHAC) whose mission is to promote youth health, wellness and safety; the K-12 Umbrella Group which consists of local volunteer leadership and school superintendents meeting monthly to share projects and ideas; the elementary school Parent-Teacher Organizations; public libraries; and faith-based institutions. TTC maintains connections with professional groups including Community Anti-Drug Coalitions of America (CADCA), MassTapp, Bolster Collaborative, Search Institute and the Massachusetts Non-Profit Network. We work with local organizations and agencies sharing ideas, co-sponsoring programs and events to both broaden our impact as well as sharing the costs whenever possible and appropriate.

The Tri-Town Council is grateful for and depends on the continued support we receive from our funders - *it is as a result of Municipal, Corporate, Foundation, Individual and community support and involvement that we are able to pursue our mission educating youth, parents and educators providing pro-active solutions which support, engage and empower Tri-Town youth to make informed, healthy, safe and compassionate decisions while strengthening their social and emotional well-being.*

TRI-TOWN COUNCIL
working together for kids

TRI-TOWN COUNCIL BOARD OF DIRECTORS

FY 19
Stacie Bloxham, President
Susie Read, Treasurer
Johanna Bernard, Secretary
Jane Pappas
Laura O'Connor
Beth Beringer
Zillie Bhuju, Past President

FY20
Stacie Bloxham, President
Susie Read, Treasurer
Johanna Bernard, Secretary
Beth Beringer
Randi Brown
Sue Duval
Jessica Schoonmaker
Megan Pietropaolo
Angela Ray
Hilary LaMotte Burke

TRI-TOWN COUNCIL ADVISORY BOARD FY20

Jane Pappas; Zillie Bhuju; Laura O'Connor; Emily Collins; Marise Stewart; Mary Dodge; Susan Fowler; Chris Rothman; Rodney Pendleton; Robin Wildman; Joan Murphy; Adam Thurlow

TRI-TOWN COUNCIL STAFF FY20

Meredith Shaw, Executive Director; Dawn Seymour, Youth Programs/Special Projects; Nicole Gregoire-Allis, Coalition Coordinator; Gretchen Rehak, Communications/Development Manager; Bonnie Collins, Accounting Manager; Beth Whalley, Horizons Program Coordinator

Respectfully submitted,

Meredith Shaw

Executive Director
mshaw@tritowncouncil.org
(978) 887-6512

Fed EIN #23-7130785

BOXFORD TELEPHONE NUMBERS

COMMUNITY SERVICES

Council on Aging	978-887-3591
Town Beach at Stiles Pond-Emergency Only	978-352-7033
Historic Document Center	978-352-2733
Sealer of Weights & Measures	978-887-4101
HAWC (Help for Abused Women & Children)	978-744-8552
Tri-town Council on Youth and Family Services	978-887-6512
Veteran's Agent	978-688-9525

DEPARTMENT OF PUBLIC WORKS (Fax: 352-5558)

Highway Garage	978-352-6555
24 hour contact via the Communications Dept	978-887-8135

EMERGENCY (Police and Fire)	911

PUBLIC SAFETY (Fax: 978-887-8138

Animal Control Officer	978-887-8136
Communications Department	978-887-8136
Fire Department	978-887-5725
Police Department	978-887-8135

LIBRARY (Fax: 978-887-6352)

Boxford Town Library at Town Hall	978-887-7323

POST OFFICES

East Boxford Village (01921)	978-887-0837
West Boxford Village (01885)	978-352-6632

TOWN HALL OFFICES 978-887-6000

Office of the Selectmen/Town Administrator (Fax: 978-887-5361)	978-887-6740
Accounting/Finance Director (Fax: 978-887-3151)	978-647-6950
Assessor's Office (Fax 978-887-3546)	978-887-6692
Town Clerk (Fax: 978-887-3546)	978-887-0710
Treasurer/Tax Collector (Fax: 978-887-3546)	978-887-3674
Building Inspector (Fax: 978-887-1236)	978-887-6401
Electrical Inspector	978-887-6740
Plumbing Inspector	978-887-6740
Conservation Commission (Fax: 978-887-3466)	978-887-3482
Board of Health (Fax: 978-887-3466)	978-887-2875
Planning Board (Fax: 978-887-3466)	978-887-3482

Animal Inspector (Fax: 978-352-5238) 978-352-6336

SCHOOL DEPARTMENT

Tri-Town School Union (Fax: 978-887-8042) 978-887-0771
Harry Lee Cole School (Fax: 978-887-0703) 978-887-2856
Spofford Pond School (Fax: 978-352-7855) 978-352-8616
Masconomet Regional Middle/High School (Fax: 978-887-3573) 978-887-2323
Superintendent – Masconomet (Fax: 978-887-3573) 978-887-2323
Essex North Shore Agricultural & Technical School 978-304-4700

BOXFORD INFORMATION

POPULATION – 8,544
NUMBER OF RESIDENCES (2020) - 2779
REGISTERED VOTERS – 6,138
AREA - 24.39 square miles
POPULATION DENSITY – 441 Persons per sq. mile
AVERAGE HOUSE VALUE - $643,000
MILES OF ROADS – 96.5
NUMBER OF NAMED STREETS - 180
TAX RATE (FY21) – $16.01 per thousand

U. S. SENATORS
Elizabeth A. Warren (D)
United States Senate
2 Russell Courtyard
Washington, D.C. 20510
Tel: (617) 565-3170 (Boston)

Edward J. Markey (D)
United States Senate
218 Russell Senate Office Building
Washington, D.C. 20510
Phone: 202-224-2742

U. S. CONGRESSMAN
Seth W. Moulton (D)
U. S. House of Representatives
1408 Longworth House Office Building
Washington, DC 20515
Phone: (202) 225-8020
Fax: (202) 225-5915

6th DISTRICT OFFICE
17 Peabody Square
Peabody, MA 01960
Phone: (978) 531-1669
Fax: (978) 717-5463

GOVERNOR
Charles D. Baker (R)
Massachusetts State House, Room 280
Boston, MA 02133
Phone: 617.725.4005
888.870.7770 (in state)
Fax: 617.727.9725
TTY: 617.727.3666

STATE SENATE
(First Essex & Middlesex Districts)
Bruce E. Tarr (R)
State House, Room 308
Boston, MA 02133
Tel: (617) 722-1600
Email: Bruce.Tarr@masenate.gov

STATE REPRESENTATIVES:
Precinct I
Tram Nguyen (D) 18th Essex District
24 Beacon Street, Rm 33
Boston, MA 02133
Tel: (617) 722-2060
Email: tram.nguyen@mahouse.gov
Home: Andover

Precinct 2 & 3
Leonard Mirra (R)
24 Beacon Street, Rm 548
Boston, MA 02133
Tel: (617) 722-2488
Email: Lenny.Mirra@mahouse.gov
Home: West Newbury

VOLUNTEER APPLICATION
TO SERVE ON A TOWN BOARD/COMMITTEE

If you are interested in serving on an appointed town committee, or if you have expertise in an area which you would like to share with a town board or committee, please complete the following and forward to:

Boxford Town Hall
Office of the Selectmen
7A Spofford Road
Boxford, MA 01921
978-887-6000, Ext. 502

Name

Address

Telephone: Home_____Office_____Fax:

COMMITTEE INTEREST:

Brief summary of your background: (you may enclose a separate letter if desired)

THANK YOU FOR YOUR INTEREST IN SERVING THE TOWN

Boxford, Massachusetts

Annual Report
2020